**Notice of Privacy Practices**

Elite Neurology understands your privacy is important. By law, Elite Neurology is required to inform you of our legal duties of privacy practices, your rights, how we access information, how we disclose your protected personal health information (PHI). We must maintain the privacy of your health information and follow the terms of this notice.

**Your rights: Get a copy of your health records.** You may review or get a copy of your health records except for psychotherapy notes or note compiled as part of a legal case. Since Elite Neurology has paper charts, a fee will be imposed in accordance with Florida state law.

**Ask us to change or correct a personal health record if you believe it is not correct.** We may say no to your request. We will let you know in 60 days.

**Confidential communications.** If you want us to communicate in a certain way, we will grant this if it is a reasonable request.

**Ask Elite Neurology to withhold certain information.** We do not have to agree if it affects your care. If we do agree we will limit information unless it is an emergency.

**Get a list with whom Elite Neurology has shared your information.** You are entitled to a list every 6 years with whom we shared your personal health information, why it was shared unless it was connected to treatment, payment, health care operations , disclosures you asked for or prohibited by law.

**Receive a paper copy of this privacy notice.** You can get a paper copy.

**Our Uses and Disclosures of PHI:** Elite Neurology is required to disclose your information for treatment, payment and healthcare operations. Examples of how we access, use and disclose PHI:

Sharing information with federal organizations to continue funding for your healthcare needs.

Disclosing information to volunteers, staff, business associates, government agencies who are involved with your health care oversight so they can evaluate performance of those involved in your care.

Elite Neurology is required by law to share PHI connected to public health, safety and research.

Other examples of how we may disclose information: Disclosing information to family member if you are unconscious and unable to make your own decisions in case of an emergency.

Sharing information with federal agencies such as the Centers for Disease Control “CDC,” U.S. department of Health and Human Services.

Responding to a court order or subpoena.

***Organ Procurements:***If you are an organ donor, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

***Family*:** Health professionals may disclose, to a family member, relative, friend or person you identify, health information that is relevant to that person’s involvement in your care or for payment of services.

***Business Associates: S***ervices are provided through business associates. Examples include electronic scheduling. We may disclose your health information so that they troubleshoot any difficulties. So that your health information is protected we require them to agree in writing to safeguard your information.

***Law Enforcement:***We may disclose health information for law enforcement purposes as required by law.

***Disaster Relief:***We may disclose your PHI to disaster organizations that seek your PHI to coordinate your care, or notify family of your location or condition in a disaster. We will provide you with an opportunity to object whenever we practically can.

***Coroners, Medical Examiners and Funeral Directors, Vital statistics:***We may disclose health information to a coroner or medical examiner and center for vital statistics. This is necessary to identify deceased or determine the cause of death. We may release information to funeral directors.

***Safety*.** To notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure when you agree or when authorized by law.

***Marketing*:** We may contact you to provide appointment reminders.

***Disclosing your information as required by the extent of the law.*** Disclosing information for national security, presidential protection, law enforcement purposes.

**Other Specific Uses or Disclosures**

***Health Oversight Agency*:** Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a workforce member or business associate believes in good faith that we have engaged in unlawful conduct or have violated professional or clinical standards and endangering patients, workers or the public.

**Other Uses and Disclosures of Your Information by Authorization Only**

We are required to receive your authorization to use or disclose your PHI for any use other than treatment, payment or health care operations, and those specific circumstances outlined above. We use an Authorization to Use/Disclose form that specifically states what information will be given to whom, for what purpose, and is signed by you or your legal representative.  You have the ability to revoke the signed authorization at any time by a written statement received by us.

The following uses and disclosures of your Protected Health Information will be made only with your written authorization:

Uses and disclosures of PHI for marketing purposes;

Disclosures that constitute a sale of your Protected Health

Psychotherapy notes if maintained by the provider

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information change significantly, we will post the new notice.

You may also request a copy of our notice at any time.

If you believe your privacy rights have been violated, you may send a written complaint to the Secretary, U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint.

We will not use or disclose your health information without your authorization, except as described in this notice.

This Notice of Privacy Practices is effective August 6, 2022