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HIPAA PATIENT INFORMATION

What is HIPAA?

HIPAA stands for the *Health Insurance Portability and Accountability Act* of 1996.

Why is HIPAA important to me?

- HIPAA protects your health insurance coverage when you change jobs – that is the “*Insurance Portability*” part.
- HIPAA lets you have access to your medical record and your children’s records if they are minors.
- HIPAA also protects your Personal Health Information (PHI) by making it a crime for use, access, or release of your personal medical information without proper authorization – that’s the “*Accountability*” part.

Permitted and Required Uses and Disclosures of PHI That May Be Made ‘With Your Authorization’ and Opportunity to Object

- Others involved in Your Health Care
- Hospitals involved in your care
- Diagnostic Centers/Laboratories
- Transplant Centers/ Organ Donation
- In Home Support Services
- Authorized Family Members/Friends/Relatives
- Emergencies
- Research
- Home Health/Nursing Homes/DME
- Consultants Involved in your care

Permitted and Required Uses and Disclosures of PHI That May Be Made ‘Without Your Authorization’ or Opportunity to Object

- Required by Law
- Communicable Diseases
- Legal Proceedings
- Law Enforcement
- Inmates
- Food and Drug Administration
- Required Uses and Disclosures
- Public Health
- Health Oversight
- Abuse or Neglect
- Criminal Activity
- Workers’ Compensation
- Military Activity/National Security
- Coroners, Funeral Directors

Patient Rights under HIPAA:

- *The right to obtain a copy of our “Notice of Privacy Practices”*
 - The Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law.
 - The Notice of Privacy Practices is also posted in the waiting lobby.
- *The right to inspect and get a copy of your medical records*
 - You *can* access your “Designated Record Set” (DRS), which contains the most important records that your doctor uses to make decisions about your care.
 - As per HIPAA, you *can’t* access – psychotherapy notes; information that will be used in a civil, criminal or administrative action or proceeding and any other information where a law prevents access.

- Process for getting your medical records –
 - a) You make a written request to get a copy of your records
 - b) We respond anywhere from a few days to 60 days.
 - c) You can be charged a reasonable fee for the copies (cost of copying).
 - d) Request can be denied by a physician if law prohibits access to patient.
- Patient can review their records by making an appointment. If they need more information, they need to make an appointment with the physician.
- The right to request restrictions to your PHI and medical records
 - You can ask us or your doctor not to release your medical information to family members or friends who may be involved in your care.
 - State exactly what restrictions you want, and to whom the restrictions apply.
 - Under HIPAA, your doctor is not required to agree to a restriction you request.
 - If your physician does agree to the requested restriction, we may not use or release your PHI, except in a life threatening emergency.
- The right to Request to Receive Confidential Information by alternative means
 - Inform us if you want confidential information sent to alternate address or to a fax.
- The right to request your doctor to amend your medical records
 - If patient feel the information in their medical records is incorrect, they can request for an amendment.
 - If your doctor agrees, then your amendment becomes a permanent part of your medical record.
 - Your doctor can deny your request for amendment:
 - a) If your amendment would confuse the medical record,
 - b) Your amendment is medically incorrect or
 - c) The records that you want to amend were not created or stored by your doctor.
 - d) In that case, you have a right to file a “statement of disagreement”.
- The right to an accounting of disclosures of your medical records that we have made
 - All the Permitted and Required Uses and Disclosures that are made With Your Authorization are logged and tracked on a list.
 - When you request for an accounting, doctor has 60 days to respond.
 - Releases made for treatment, payment and operations; release made to you, family members or friends involved in your care; release made because you signed a specific authorization and releases made because of a search warrant, subpoena, or court order do not have to be tracked.
 - You can receive one free accounting every 12 months.
- The right to file a privacy complaint
 - If you believe your privacy rights have been violated by us, you may complain to the Unit/Office Manager.
 - If issue is not resolved, feel free to call the **HIPAA Privacy Officer, Name Lily Krastein** at , **Phone # 818 365-1194** every effort to resolve the issue and prevent it from happening in future will be made.
 - If still not resolved, patients can file an officer complaint with the federal government, office for civil rights or OCR within 180 days of the date you learned of your violation.