

NOTICE OF PRIVACY PRACTICES

Academy Dermatology, PC

This office adheres to any and all governmental regulations regarding patient privacy and accessibility of medical records in accordance with applicable HIPAA laws.

- In the course of medical care, it may be necessary to share protected health information with outside entities to complete treatment, payment and office operations (TPO).
- Other physicians or healthcare professionals may be consulted in the course of your treatment and we may assist you in making appointments with other physician offices.
- Office personnel are granted minimum necessary access to medical, demographic and billing information required to accomplish their intended duties of handling your care and treatment.
- Biopsy specimens are referred to several outside laboratories for processing and/or interpretation. Information regarding outside laboratories used in the course of your care is available upon request.
- Insurance claims are sent with the applicable patient demographic and medical information required to obtain payment from all appropriate insurance carriers. Claims are sent by either electronic transfer to a central billing service or on paper claim via USPS.
- We attempt to provide telephone reminders 24-72 hours prior to your appointment time. If you are not personally available, we may leave the information regarding your appointment time with the person answering the telephone or we may leave a message on your answering device. If you do not wish this service, please notify our office at your earliest convenience.
- Every precaution is taken to keep medical records and all protected health information secure and out of sight at all times. We will call you discretely by name with from our reception area to escort you to the examination room.
- Examination rooms remain closed for your privacy while waiting for or receiving medical care.
- We will notify you of any HIPAA privacy violation of your protected health information that comes to our attention, and inform you of our remedial steps.
- You may request to inspect the health information in your medical record, and request that it be amended as you deem necessary. However, we are not obligated to make those changes. A charge is associated with providing a summary of your medical records.

Contacts at Academy Dermatology, PC are Brenda Vela, Office Manager, and Pat Johnson, HIPAA coordinator.