

# Notice of Privacy Practices

*This notice describes how medical information about you may be used and disclosed by Seredor Centers Inc. ("Seredor Centers Inc.") and how you can get access to this information.*

***Please review it carefully.***

**What is your medical information?** All the health care related information Seredor Centers Inc. has in your file, including your medical history, current condition, diagnosis, examination notes, test results, X-rays and prescriptions.

**Why are you getting this Notice?** Seredor Centers Inc. must comply with the HIPAA Privacy Rule that requires Seredor Centers Inc. to protect the confidentiality of your medical information. The Privacy Rule also gives you certain rights with respect to that information. This Notice explains both our obligations and your rights under the Privacy Rule.

**Your rights:** Although your health record is Seredor Centers Inc.'s property, the information in your file belongs to you. You have the right to: Request that Seredor Centers Inc. restrict the use or disclosure of your medical information for treatment, payment and health care operations. Please note that Seredor Centers Inc. does not have to agree to the requested restrictions but if it does agree, Seredor Centers Inc. must abide by the restrictions.

Request that Seredor Centers Inc. use an alternative means to communicate with you on a confidential basis about your medical information. You may also request that we send such communications to you at an alternative location.

Inspect and copy your medical information for as long as Seredor Centers Inc. maintains your medical record. Under certain specific circumstances, Seredor Centers Inc. may deny your request but this denial is, in most cases, reviewable. Please also note that there is some medical information that you do not have a right to access, including psychotherapy notes and information prepared in anticipation of civil, criminal or administrative proceedings.

Request in writing that Seredor Centers Inc. amend your medical information or record, unless the record is already accurate and complete or Seredor Centers Inc. did not create the information you wish to amend. Seredor Centers Inc. will act on your written request within 60 days after receiving it and either make the amendment or provide you with a written denial.

Except for certain disclosures, request an accounting of disclosures of your medical information by Seredor Centers Inc..

Receive a paper copy of this Notice.

**Seredor Centers Inc.'s obligations:** We are required to do the following:

- Maintain the privacy of your medical information and provide you with this Notice.
- Abide by the terms of this Notice and post it at Seredor Centers Inc. where you can easily see it.
- Notify you if we cannot agree to a use or disclosure restriction you request.
- Accommodate your reasonable request to communicate with you via alternative means or at an alternative location.

Please note that Seredor Centers Inc. reserves the right to change its privacy practices and apply the changes to your medical information. If we do change our privacy practices, we will mail you a revised Notice to the address you have provided to us.

**Uses and disclosures:** These are some examples of the uses and disclosures of your medical information that Seredor Centers Inc. will make:

**Treatment:** Information obtained during your initial examination will be included in your medical record and used by any Seredor Centers Inc. physicians or other specialty physician to decide on a course of treatment, including the ordering of tests, X-rays or other diagnostic procedures. Your physician may discuss your care with another physician or health care provider, as necessary to deal with your diagnosis. Your physician will write examination, progress and treatment notes that we will include in your medical record and all of this will be reviewed on a regular basis to determine the best course of treatment.

**Payment:** A bill for your treatment will be sent to Medicare, to your insurance carrier or to you. The back up information sent with the bill will identify you and may include information about your diagnosis, treatment and progress.

**Health care operations:** Members of Seredor Centers Inc. staff may use the information in your medical record to track your care, conduct utilization review assessments or decide if other specialists should be consulted.

**Business Associates:** Seredor Centers Inc. may use an outside billing company to bill Medicare, Medicaid and other payors for services we provide to you. In order to properly submit those bills, Seredor Centers Inc. will disclose to the outside billing company some of your medical information. In addition, Seredor Centers Inc. may disclose your information to outside contractors for utilization review or quality assurance purposes, among others. Before Seredor Centers Inc. discloses any of your medical information to such outside contractors, we do require the contractor to sign a Business Associate Agreement in which the contractor agrees to protect the confidentiality of your medical information.

Seredor Centers Inc. will make any other uses and/or disclosures of your medical information that are not related to treatment, payment or health care operations only with your prior written authorization. If Seredor Centers Inc. wishes to use your medical information for any such other purpose (for example, marketing), we will speak to you first and give you the option of signing an Authorization. You are not required to sign the Authorization and if you do, you may revoke that Authorization at any time.

We may use or disclose your information to notify a family member, personal representative or other person responsible for your care, about your care and condition. You will, however, have the right to tell us who you would like us to notify and under what circumstances

We may disclose to a family member, close personal friend or any other person you identify, medical information relevant to that person involvement in your care or payment related to your care.

We may disclose your medical information as required by law, including worker's compensation regulations, by the Centers for Medicare and Medicaid Services or other regulatory agency, as required by a valid subpoena, for public health purposes or during a medical emergency as necessary to protect your welfare.

**Complaints:** If you think your privacy rights have been violated, you may complain to Director of Operations at Seredor Centers Inc. 305-994-5005 and/or to the Secretary of Health and Human Services. In order to file a complaint with Seredor Centers Inc., please speak with Seredor Centers Inc.'s Chief Compliance Officer (*Gemma Rosello*) or Director of Operations (*Ofelia Burgos*) who will take a statement from you, verify the statement with you and follow up on your complaint. Seredor Centers Inc. will not retaliate against you for filing a complaint.

**Contact:** If you have any questions or complaints regarding your medical information or anything contained in this Notice, please contact Director of Operations for Seredor Centers Inc. at 305-994-5005. Or you may address your concerns in writing to: Director of Operations Seredor Centers Inc. 7200 Corporate Center Drive Suite 600 Miami, Florida 33126.

**Effective date:** This Notice is effective as of March 01, 2010 until revised or revoked.

