



NOTICE OF PRIVACY PRACTICES

Summary Notice

Southwest Gynecologic Oncology Associates, Inc. (SWGGOA) is providing you with the Southwest Gynecologic Oncology Associates' Notice of Privacy Practices. This Summary Notice provides a summary of the SWGGOA Notice of Privacy Practices and briefly states:

- How your health information may be used and disclosed
- Your rights regarding your health information
- Our legal duty to protect the privacy of your health information

Copies of the complete Notice of Privacy Practices are in the waiting area or you may request a copy from the Front Desk. This Summary Notice does not modify or limit the SWGGOA complete Notice of Privacy Practices.

Definition: **Protected Health Information**

Your Protected Health Information is any information we create or receive about you and your past, present, or future:

- Physical or mental health or condition
- Health care
- Payment for medical services

How We May Use and Disclose Your Protected Health Information

In most cases, your written authorization is needed for us to use or disclose your health information. However, Federal law allows us to use and disclose your health information without your permission for the following purposes:

Treatment	Payment	Healthcare Operations
Public Health Purposes	Law Enforcement	Coroner or Funeral Activities
Workers' Compensation	National Security	Judicial or Administrative Proceedings
Abuse Reporting	Military Activities	Research (with limitations)
Family Members or Others Involved in Your Care (with limitations)		

See Additional Permitted Uses and Disclosures in the complete Notice of Privacy Practices

All other uses and disclosures of your Protected Health Information will not be made without your prior written authorization.

Your Privacy Rights:

You have the right to:

- Review your health information
- Obtain a copy of your health information
- Request your health information be amended or corrected
- Request restrictions on the use or disclosure of your health information
- Request that we provide your health information to you in an alternative way or at an alternative location in a confidential manner
- Request an Accounting of Disclosures of your health information
- Request a copy of our complete Notice of Privacy Practices

Changes:

We reserve the right to change the Southwest Gynecologic Oncology Associates' Notice of Privacy Practices. The revised privacy practices will be effective for all health information we already have about you, as well as any information we receive in the future. If we revise our Notice of Privacy Practices, we will make available to you a copy of the revised Notice of Privacy Practices within 60 days of any change.

Complaints:

If you are concerned that your privacy rights have been violated, you may file a complaint with our Privacy Officer or you may file a complaint with the Secretary of the US Department of Health and Human Services. To file a complaint with SWGOA, you may write to our office at:

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