



# 30<sup>TH</sup> STREET MEDICAL ASSOCIATES

8751 N 30<sup>th</sup> Street



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## Notice of Privacy Practices for Protected Health Information

### Who Must Follow These Laws

We call the entities that must follow the HIPAA regulations "covered entities." Covered entities include:

- **Health Plans**, including health insurance companies, HMOs, company health plans, and certain government programs that pay for health care, such as Medicare and Medicaid.
- **Most Health Care Providers**—those that conduct certain business electronically, such as electronically billing your health insurance—including most doctors, clinics, hospitals, psychologists, chiropractors, nursing homes, pharmacies, and dentists.
- **Health Care Clearinghouses**—entities that process nonstandard health information they receive from another entity into a standard (i.e., standard electronic format or data content), or vice versa.

In addition, business associates of covered entities must follow parts of the HIPAA regulations.

Often, contractors, subcontractors, and other outside persons and companies that are not employees of a covered entity will need to have access to your health information when providing services to the covered entity. We call these entities "business associates." Examples of business associates include:

- Companies that help your doctors get paid for providing health care, including billing companies and companies that process your health care claims
- Companies that help administer health plans
- People like outside lawyers, accountants, and IT specialists
- Companies that store or destroy medical records

Covered entities must have contracts in place with their business associates, ensuring that they use and disclose your health information properly and safeguard it appropriately. Business associates must also have similar contracts with subcontractors. Business associates (including subcontractors) must follow the use and disclosure provisions of their contracts and the Privacy Rule, and the safeguard requirements of the Security Rule.

### Who Is Not Required to Follow These Laws

Many organizations that have health information about you do not have to follow these laws.

**Examples of organizations that do not have to follow** the Privacy and Security Rules include:

- Life insurers
- [Employers](#)
- Workers compensation carriers
- Most schools and school districts
- Many state agencies like child protective service agencies
- Most law enforcement agencies and municipal offices
- Many municipal offices

### What Information Is Protected

- Information your doctors, nurses, and other health care providers put in your medical record
- Conversations your doctor has about your care or treatment with nurses and others
- Information about you in your health insurer's computer system
- Billing information about you at your clinic

- Most other health information about you held by those who must follow these laws



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### **How This Information Is Protected**

- Covered entities must put in place safeguards to protect your health information and ensure they do not use or disclose your health information improperly.
- Covered entities must reasonably limit uses and disclosures to the minimum necessary to accomplish their intended purpose.
- Covered entities must have procedures in place to limit who can view and access your health information as well as implement training programs for employees about how to protect your health information.
- Business associates also must put in place safeguards to protect your health information and ensure they do not use or disclose your health information improperly.

### **What Rights Does the Privacy Rule Give Me over My Health Information?**

Health insurers and providers who are covered entities must comply with your right to:

- Ask to see and get a copy of your health records
- Have corrections added to your health information
- Receive a notice that tells you how your health information may be used and shared
- Decide if you want to give your permission before your health information can be used or shared for certain purposes, such as for marketing
- Get a report on when and why your health information was shared for certain purposes
- If you believe your rights are being denied or your health information isn't being protected, you can
  - File a complaint with your provider or health insurer
  - [File a complaint with HHS](#)

You should get to know these important rights, which help you protect your health information. You can ask your provider or health insurer questions about your rights.

### **Who Can Look at and Receive Your Health Information**

The Privacy Rule sets rules and limits on who can look at and receive your health information to make sure that your health information is protected in a way that does not interfere with your health care, your information can be used and shared:

- For your treatment and care coordination
- To pay doctors and hospitals for your health care and to help run their businesses
- With your family, relatives, friends, or others you identify who are involved with your health care or your health care bills, unless you object
- To make sure doctors give good care and nursing homes are clean and safe
- To protect the public's health, such as by reporting when the flu is in your area
- To make required reports to the police, such as reporting gunshot wounds

Your health information cannot be used or shared without your written permission unless this law allows it. For example, without your authorization, your provider generally cannot:

- Give your information to your employer
- Use or share your information for marketing or advertising purposes or sell your information



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### Patient Rights

This describes your rights and the obligations of this practice regarding the use and disclosure of your medical information.

**You have the following rights regarding medical information we maintain about you:**

- 1) **Right to Inspect and Copy:** You have the right to inspect and copy medical information that may be used to make decisions about your care. This includes your own medical and billing records, but does not include psychotherapy notes. Upon proof of an appropriate legal relationship, records or others related to you or under your care (guardian or custodial) may also be disclosed.
  - To inspect and copy medical records you must submit your request in writing to our Compliance Officer whose name you may get from the front desk person. If you request a copy of the information, we may charge a fee for the costs of printing, copying, mailing or other supplies associated with your request.
  - We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that our Compliance Committee review the denial. Another licensed health care professional chosen by the Practice will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome and recommendations from that review.
- 2) **Right to Amend:** If you feel that the medical information we have about you in your record is incorrect or incomplete, then you may ask to amend the information, following the procedure below. You have the right to request an amendment for as long as the Practice maintains your medical record.
  - To request an amendment, your request must be submitted in writing, along with our intended amendment and a reason that supports your request to amend. The amendment must be dated and signed by you and notarized.
  - We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:
    - Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
    - Is not part of the medical information kept by or for the Practice;
    - Is not part of the information which you would be permitted to inspect and copy; or
    - Is inaccurate and incomplete
- 3) **Right to an Accounting of Disclosures:** You have the right to request an “accounting of disclosures.” This is a list of the disclosures we made of medical information about you, to others.
  - To request this list, you must submit your request in writing. Your request must state a time period no longer than six (6) years back and may not include dated before April 14, 2003 (or the actual implementation date of the HIPAA Privacy Regulations). Your request should indicate in what forms you want the list (for example: on paper, electronically). We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.
- 4) **Right to Request Restrictions:** You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care (a family member or friend). For example, you could ask that we not use or disclose the information by law.
  - We are not required to agree to your request and we may not be able to comply with your request. If we do agree, we will comply with your request except that we shall not comply, even with a written request, if the information is accepted from the consent requirement or we are otherwise required to disclose the information by law.
  - To request restriction, you must make your request in writing. In your request, you must indicate:
    - What information you want to limit;
    - Whether you want to limit our use, disclosure or both; and
    - To whom you want the limits to apply (e.g. disclosures to your children, parents, spouses, Practice staff, etc.)
- 5) **Right to Request Confidential Communications:** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail, that we not leave voicemail or email or the patient porta, or the like.
  - To request confidential communications, you must make your request in writing. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish us to contact you.

- 6) Right to a Paper Copy of This Notice: You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice and/or Notice of Privacy Practices for Protected Health Information at any time. Even if you agreed to receive either notice electronically, you are still entitled to a paper copy of these notices.