YOUR RIGHTS

When it comes to your health information, you have certain rights.

Ask us to limit what we use or share
- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations unless you give us your written permission (授权书).
- We will tell you "yes" unless a law requires us to share that information.

Get a list of those with whom we've shared information
- You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, whom we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Your CHOICES

For certain health information, you can tell us your choices about what we share.

Request confidential communications
- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say "yes" to all reasonable requests.
- If we pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations unless you give us your written permission.

OUR USES AND DISCLOSURES

How do we typically use or share your health information? We typically use or share your health information in the following ways.

Treat you
- We can use or share your health information for treatment, payment, and our operations.
- We can disclose your health information to your health care provider, such as your doctor.

Run our organization
- We can use or share health information to run our practice, improve your care, and contact you when necessary.

Bill for your services
- We use or share your health information to help us bill for your services and to get payment from health insurers.

How else can we use or share your health information? We are allowed or required to share your information in other ways—usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information, see www.hhs.gov/ocr/privacy/hipaas/understanding/consumers/index.html.

Help with public health and safety issues
- We can share health information about you for certain situations such as:
  - Preventing disease
  - Helping with product recalls
  - Reporting adverse reactions to medications
  - Reporting suspected abuse, neglect, or domestic violence
  - Preventing or reducing a serious threat to anyone’s health or safety

Do research
- We can use or share your information for health research.

Comply with the law
- We will share information about you if it’s state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with the federal privacy law.

Respond to requests for health history information
- We can share health information with your employer for purposes of employment, if they agree.

Work with a medical examiner or funeral director
- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

CHANGEs TO THE TERMS OF THIS NOTICE

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our website.

This Notice covers:
- The faculty practices of Columbia University Medical Center known as ColumbiaDoctors
- Columbia’s physicians, dentists, health care, and allied health professionals who practice on Columbia University-owned or leased space, as well as their clinical support staff

If you receive treatment at another location, for example NewYork-Presbyterian Hospital, the Notice of Privacy Practices you receive at such other location will apply.