

COMMUNITY EAR, NOSE THROAT AND ALLERGY, PLLC. (CENTA) **NOTICE OF PRIVACY PRACTICES SUMMARY**

Community Ear, Nose, Throat and Allergy, PLLC, (CENTA) is required by law to provide you with this Notice of Privacy Practices as described in the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated there under, commonly known as HIPAA. HIPAA requires CENTA by law to maintain the privacy of your personal health information and to provide you with notice of CENTA's legal duties and privacy policies with respect to your personal health information. We are required by law to abide by the terms of this Privacy Policy.

State and federal laws regulate how CENTA uses, releases and stores your health information. When you receive health care at CENTA, you give our team members personal health information so that we may provide you with appropriate, quality medical care. We collect personal health information from you through treatment, payment and related healthcare operations, the application and enrollment process, and/or healthcare providers or health plans, or through other means as applicable.

We are permitted by law to use your health information for treatment, to share your health information with other health care providers involved in your care and to use your health information to obtain payment from your insurer or other payer. We also use your health information to run our business. CENTA may also release your health information to family members or others as specifically designated by you.

CENTA reports your health information to various organizations as required by state or federal law. We are required to report communicable diseases, suspected child abuse, suspected neglect, and medication and medical equipment concerns to state and federal agencies. CENTA is also required to provide your health information to state and federal health oversight agencies, courts, judicial systems, law enforcement officials and national security and intelligence agencies when requested with appropriate documentation.

You must provide written authorization for other disclosures of your health information that are not required or permitted by law. For example, we would need your authorization to release your health information to researchers who are enrolling you in a clinical trial. Also, you may revoke your authorization at any time by indicating this to us in writing.

You have certain rights regarding the health information we maintain about you, including the right to review your information and receive a copy of it. You may ask for amendments or corrections to your medical record if you feel the information is incorrect; you may place restrictions on whom may use your health information; and you may specify how you want your health information to be communicated with you. You may request a copy of the people or entities who have seen your health information with certain exceptions. If you believe that your privacy has been violated, you may file a complaint with us or with the United States Department of Health and Human Services Office for Civil Rights.

This is a summary of the CENTA Notice of Privacy Practices. We recommend you take the time to read the full Notice of Privacy Policy when it is more convenient for you. If you have any questions, please contact the CENTA Privacy Officer at 502-425-5556 or 4950 Norton Healthcare Blvd., Suite 209, Louisville, KY, 40241.