



## Infectious Disease Associates of Tampa Bay International Traveler's Clinic of Tampa Bay

### Notice of Privacy Practices

#### INTRODUCTION

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED OR DISCLOSED AND HOW YOU CAN GET ACCESS TO INFORMATION. PLEASE REVIEW IT CAREFULLY.**

The Health Insurance Portability & Accountability Act of 1996 ("HIPAA") is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, to be kept properly confidential.

As required by HIPAA, Infectious Disease Associates of Tampa Bay (IDATB) have prepared this explanation of how we are required to maintain the privacy of your health information and how we use and disclose your health information. We maintain protocols to ensure the security and confidentiality of your personal information. We have passwords to protect databases, compliance audits, and virus/intrusion detection software. Within our practice, access to your information is limited to those who need it to perform their jobs.

At Infectious Disease Associates of Tampa Bay, we are committed to treating and using protected health information about you responsibly. This notice is effective April 14, 2003, and applies to all health information as defined by federal regulations.

#### UNDERSTANDING YOUR HEALTH RECORD

Each time you visit Infectious Disease Associates of Tampa Bay, a record of your visit is made. This record contains your symptoms, examination, test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment
- Means of communication among the many health professionals who contribute to your care
- Legal document describing the care you received
- Means by which you or a third-party payer can verify that services billed were actually provided
- Tool in educating health professionals
- Source of information for public health officials charged to improve the health of the state & nation
- Source of data for our planning & marketing
- Tools by which we can assess and continually work to improve the care we render and outcomes we achieve

#### USES AND DISCLOSURES OF HEALTH INFORMATION

IDATB may use and disclose your protected health information for treatment, obtaining payment for treatment, and healthcare operations necessary to sustain our business.

- Treatment means providing, coordinating, or managing health care and related services by one or more health care providers. *An example of this would be: A physical examination or assessment.*

- Payment means such activities as obtaining reimbursement for services, confirmation coverage, billing or collection activities and utilization review. *An example of this would be: We may provide information to your insurance company as needed to receive payment for services rendered to you. This may include, but is not limited to, diagnosis and treatment codes, treatment notes, and copies of documentation relevant to obtaining payment. Your insurance company, health plan, health insurance issuer or HMO with respect to a group health plan, may disclose protected health information to the sponsor of the plan.*
- Healthcare Operations includes the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. *An example of this would be: We may use your personal information to contact you to remind you of an upcoming appointment, either by phone or by mail.*

Some of the services we offer may be provided to you in a semi-private setting. For example, our Infusion Center is designed in an open area to ensure infusion nurses have direct view of all patients.

IDATB may also use or disclose your protected health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law.

In any other situation, IDATB's policy is to obtain your written authorization before disclosing your protected health information. If you provide us with a written authorization to release your information for any reason, you may later revoke that authorization to stop future disclosures at any time.

IDATB may change its policy at any time. This amendment will affect all protected health information maintained by IDATB. When changes are made, a new Notice of Patient Information Practices will be provided to you on your next visit. You may also request an updated copy of our current Notice of Patient Information Practices at any time.

## **PATIENT'S INDIVIDUAL RIGHTS**

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

- You have the right to review or obtain a copy of your protected health information at any time.
- You have the right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosure of family member, other relatives, close personal friends or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it. You may also request in writing that we not use or disclose your protected health information for treatment, payment and administrative purposes except when specifically authorized by you, when required by law or in emergency circumstances. IDATB will consider all such requests on a case-by-case basis, but the practice is not legally required to accept them.
- You have the right to request that we amend your protected health information.
- You also have the right to request a list of instances where we have disclosed your protected health information for reasons other than treatment, payment or other related administrative purposes.
- You have the right to obtain a paper copy of this notice from us upon request.

## **FOR MORE INFORMATION OR TO REPORT A PROBLEM**

If you have questions and would like additional information, you may contact our practice's Privacy Officer at: (813)251-8444. It is our intent to protect and keep your protected health information confidential. Your alerting us of any concerns you may have is a necessary part of a continuous quality process we employ. You will, in no way, be retaliated against for filling a complaint.

For further information on IDATB's health information practices or if you have a complaint, please contact the following person:

Infectious Disease Associates of Tampa Bay  
 Privacy Office  
 4729 N. Habana Ave.  
 Tampa, Florida 33614  
 (813) 251-8444