



Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Commitment to you Privacy

ISC is committed to maintaining the privacy of your **Protected Health information** or **PHI**. ISC will create records regarding the treatment and services they provide to you.

ISC is required by law to:

- Keep your medical information private
- Provide you this notice describing their legal duties, privacy practices and your rights regarding your medical information
- Follow the terms of the notice that is now in effect

ISC has the right to:

- Revise or amend this notice at any time, provided these changes are permitted by law
- Make changes in their privacy practices and the new terms of the notice effective for all medical information that they keep, including information previously created or received before the changes.

Notice of Change to Privacy Practices

Before ISC makes an important change in their privacy practices, they will change this notice and make the new notice available upon request.

Different ways ISC may use and disclose your Medical Information

TREATMENT: ISC may use your PHI to provide you with medical treatment or services. They may disclose your PHI to other healthcare providers for purposes related to your treatment.

PAYMENT: ISC may use and disclose your PHI for payment purposes.

HEALTH CARE OPERATIONS: ISC may use your PHI for health care operations. This might include measuring and improving quality, evaluating the performance of employees, conducting training programs, and obtaining grants.

HEALTH RELATED BENEFITS AND SERVICES: ISC may use and disclose your PHI to inform you of health-related benefits or services that may be of interest to you.

DISCLOSURE REQUIRED BY LAW: ISC will use and disclose your PHI when required to do so by federal, state, and local law.

HEALTH OVERSIGHT ACTIVITIES: ISC may disclose your PHI to a health oversight agency for activities authorized by law. This includes investigations, inspections, audits, licensure, and disciplinary actions.

LAWSUITS: ISC may use and disclose your PHI in response to administrative or court order.

LAW ENFORCEMENT: ISC may release your PHI if asked to do so by law enforcement officials.

SERIOUS THREATS TO HEALTH OR SAFETY: ISC may use and disclose your PHI when necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another person.

MILITARY: ISC may disclose your PHI if you are a member of the U.S. or foreign military forces (including veterans) and if required by the appropriate authorities.

NATIONAL SECURITY: ISC may disclose your PHI to federal officials for intelligence and national security activities.

INMATES: ISC may disclose your PHI to correctional institutions of law enforcement officials if you are an inmate or under custody of law enforcements.

WORKER'S COMPENSATION: ISC may release your PHI for worker's compensation.



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PUBLIC HEALTH RISKS: Your PHI may be used to maintain vital records; reporting child abuse or neglect; preventing or controlling disease, injury or disability; notifying a person regarding potential exposure to a communicable disease; notifying a person regarding potential risk for spreading or contracting a disease or condition; reporting reactions to drugs or problems with products of devices; and other public health risks.

Your Individual Rights

CONFIDENTIAL COMMUNICATION: You have the right to request that ISC communicate with you about your PHI by different means or to different locations. For instance, contacting you at home rather than at work. Your request must be in writing.

PLACING RESTRICTIONS: You have the right to request that ISC place additional restrictions in the use or disclosure of your PHI.

INSPECTION AND COPIES: You have the right to inspect and obtain a copy of your PHI. Your request must be done in writing.

LISTING: You have the right to request a list of all the times ISC has shared your PHI for Purposes other than treatment, payment, health care operations, and other specific exceptions.

AMENDMENTS: You have the right to request that your PHI be changed. ISC may deny your request if they did not create the information you want changed, you did not submit the request in writing or the reason supporting your request. If ISC denies your request, they will provide you a written explanation. You may respond with a statement or disagreement that will be added to the information you wanted changed. If ISC accepts your request to change the information, ISC will make reasonable efforts to tell others, including people you name, of the change and to include the changes in any future sharing of that information.

ACCOUNT DISCLOSURE: You may request for an account disclosure which is a list of certain non-routine disclosures not related to treatment, payment, or operations. All written requests must state a time period, which may not be longer than six years from the date of disclosure and may not include dated before April 4, 2003.

PAPER COPY: You are entitled to receive a paper copy of the *Notice of Privacy Practices*. You may ask at any time for a copy.

RIGHT TO FILE A COMPLAINT: If you believe your privacy rights have been violated, you may file a complaint with ISC or with the Secretary of the Department of Health and Human Services.

RIGHT TO PROVIDE AN AUTHORIZATION FOR OTHER USES AND DISCLOSURES: ISC will obtain your written authorization for uses and disclosures that are not identified by the *Notice*. Any authorization you provide to use regarding the use and disclosure of your PHI may be revoked at any time.

Patient Name

Date

X

Patient Signature