

**Vita Family Medicine and Med Spa**

**540 Fort Evans Rd, Suite 204**

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**Notice of Health Information Privacy Practices Summary**

**Your Medical Record:** Each time you visit a hospital or physician, a record if made of your visit. This information, commonly known as a medical record, contains your symptoms, examination and test results, diagnosis, treatment, and a plan for future care. The confidentiality of your medical record if protected under the State-specific and Federal law.

**Your Health Information Rights**: Your medical record if the physical property of the physician or healthcare facility that compiled it, but the information belongs to you. Therefore, you have rights regarding the use and disclosure of your health information.

**Our Responsibilities:** Vita Family Medicine and Med Spa is required by the Federal Privacy Rule to maintain the privacy of your medical record and to provide you with a notice of our legal duties and privacy practices.

**Uses and Disclosures for Treatment, Payment, and Health Care Operations:**

* *Vita Family Medicine and Med Spa* will use your health information in order to treat you. We will provide other providers of hospitals with copies of your medical record to assist them in treating you, should that become necessary. We will also use and disclose health information about you to make appointments with you.
* *Vita Family Medicine and Med Spa* will use your health information for payment. The information on a bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.
* *Vita Family Medicine and Med Spa* will use your health information for regular health operations to assess the quality of your care.
* *Vita Family Medicine and Med Spa* will disclose your health information to business associates, such as a medical transcription or billing service; so that they can perform the job we have asked them to do.
* *Vita Family Medicine and Med Spa* has the authority to run your personal Patient Rx History Report for narcotics and restricted prescription medications through the Department of Health Professions. You will be shown the transcript and be able to discuss it with the doctor. This will remain part of your confidential and protected health information.

Disclosures Permitted Without Consent: Vita Family Medicine and Med Spa is required by state and Federal law to disclose health information from your medical record under specific circumstances, including law enforcement, government mandated reporting, and public health reporting.

Uses and Disclosures Specifically Authorized by You: Vita Family Medicine and Med Spa expects to make other uses and disclosures of your protected health information only on the basis of specific written authorization forms signed by you.

To Report a Problem: You have the right, under Federal law, to report a problem or file a complaint about how your personal health information is being handled. You can do this directly with Vita Family Medicine and Med Spa or to the secretary of Health and Human Services in Washington D.C.

We have prepared this detailed *Notice of Privacy Practices Summary* to help you better understand our policies in regards to your personal health information. The terms of the notice may change with time and we will always post the current notice at our office and have copies available for you on request.