



# SOUTHERN CALIFORNIA HEART SPECIALISTS

"Comprehensive care for the heart...from the heart."

## **NOTICE OF PRIVACY PRACTICES**

It is the policy of our practice that all physicians and staff preserve the integrity and the confidentiality of protected health information (PHI) pertaining to our patients. The purpose of this policy is to ensure that our practice and its physicians and staff have the necessary medical and PHI to provide the highest quality medical care possible while protecting the confidentiality of the PHI of our patients to the highest degree possible. Patients should not be afraid to provide information to our practice and its physicians and staff for purposes of treatment, payment and healthcare operations (TPO). To that end, our practice and its physicians and staff will:

- Adhere to the standards set forth in the Notice of Privacy Practices.
- Collect, use and disclose PHI only in conformance with state and federal laws and current patient covenants and/or authorizations, as appropriate. Our practice and its physicians and staff will not use or disclose PHI for uses outside of the practice's TPO, such as marketing, employment, life insurance applications, etc. without an authorization from the patient.
- Use and disclose PHI to remind patients of their appointments only with their consent.
- Recognize that PHI collected about patients must be accurate, timely, complete, and available when needed. Our practice and its physicians and staff will:
  - Implement reasonable measures to protect the integrity of all PHI maintained about patients.
  - Recognize that patients have a right to privacy. Our practice and its physicians and staff respect the patient's individual dignity at all times. Our practice and its physicians and staff will respect patient's privacy in order to provide the highest quality medical care possible and to efficiently administer TPO.
  - Act as responsible information stewards and treat all PHI as sensitive and confidential. Consequently, our practice and its physicians still will:
    - ✓ Treat all PHI data as confidential in accordance with professional ethics, accreditation standards, and legal requirements.
    - ✓ Not disclose PHI data unless the patient (or his/her authorized representative) has properly consented to or authorized such a release, or the release is authorized by law.