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## 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. PLEASE REVIEW IT CAREFULLY.

“DRS. BRAHMS, COHN & LEB, INC.”, is required to maintain the privacy of your health information and to provide you with this Notice about our privacy practices, legal duties and your rights concerning your protected health information (“PHI”). If you have questions about any part of this Notice, want to exercise one or more of these rights or if you want more information about the privacy practices at DRS. BRAHMS, COHN & LEB, INC. please contact:

**DRS. BRAHMS, COHN & LEB, INC.  
23250 Mercantile Road, Beachwood, Ohio 44122  
Evelyn Finken , Office Manager (216) 831-7855**

Effective Date of This Notice: **04/14/03**

- I. HOW DRS. BRAHMS, COHN & LEB, INC. MAY USE OR DISCLOSE YOUR PROTECTED HEALTH INFORMATION (“PHI”). DRS. BRAHMS, COHN & LEB, INC. collects protected health information (“PHI”) from you and stores it in one or more ways including, but not limited to, paper charts and files, electronic media, and computer storage. This is your medical record. The medical record is the property of DRS. BRAHMS, COHN & LEB, INC., but the PHI in the medical record belongs to you. DRS. BRAHMS, COHN & LEB, INC. protects the privacy of your PHI. DRS. BRAHMS, COHN & LEB, INC. is legally permitted to use or disclose your PHI for the following purposes:

Treatment. DRS. BRAHMS, COHN & LEB, INC. may use and disclose your PHI to provide, coordinate or manage your health care and related services. We may consult with other health care providers regarding your treatment and coordinate and manage your health care with others. For example, we may use and disclose your PHI when you need a prescription, lab work, x-ray, or other health care service. In addition, we may use and disclose your PHI about you when referring you to another health care provider. For example, if you are referred to another physician, we may disclose your PHI to your new physician regarding whether you are allergic to any medications. We may also disclose your PHI about you for the treatment activities of another health care provider. For example, we may send a report about your care from us to a physician to whom we are referring you to so that the other physician may treat you. We may send a report to your primary care physician and/or the physician who referred you to our care.

Payment. DRS. BRAHMS, COHN & LEB, INC. may use and disclose your PHI so that we can bill and collect payment for the treatment and services provided to you. Before providing treatment or services, we may share details with your health plan concerning the services you are scheduled to receive. For example, we may ask for payment approval from your health plan before we provide care or services. We may use and disclose your PHI to find out if your health plan will cover the cost of care and services

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we provide. We may use and disclose your PHI to confirm you are receiving the appropriate amount of care to obtain payment for services. We may use and disclose your PHI for billing, claims management, and collection activities. We may disclose your PHI to insurance companies providing you with additional coverage. We may disclose limited parts of your PHI to consumer reporting agencies relating to collection of payments owed to us.

DRS. BRAHMS, COHN & LEB, INC. may also disclose your PHI to another health care provider or health plan required to comply with the HIPAA Privacy Rule for the payment activities of that health care provider, company or health plan. For example, we may allow a health insurance company to review your PHI for the insurance company's activities to determine the insurance benefits to be paid for your care.

Health Care Operations. DRS. BRAHMS, COHN & LEB, INC. may use your PHI in connection with our health care operations. Health care operations include quality assessment and improvement activities, reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing and credentialing activities.

Your Authorization. In addition to DRS. BRAHMS, COHN & LEB, INC.'s use of your PHI for treatment, payment and health care operations, you may give us **written authorization** to use or disclose your PHI to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosure of your PHI permitted while the authorization was in effect. Unless you give us a written authorization, we cannot use or disclose your PHI except as set forth in this Notice.

Disclosures to you, your family and friends. DRS. BRAHMS, COHN & LEB, INC. will disclose your PHI to you as described in the Patient Rights section of this Notice. We may disclose your PHI to a family member, friend or other person to the extent necessary to help with your health care, but only if you agree that we may do so.

Notification and communication with family. DRS. BRAHMS, COHN & LEB, INC. may disclose your PHI to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.

Required by law. DRS. BRAHMS, COHN & LEB, INC. may use and disclose your PHI information when required to do so by law.

Public health. DRS. BRAHMS, COHN & LEB, INC. may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence;

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reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

Health oversight activities. DRS. BRAHMS, COHN & LEB, INC. may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.

Law enforcement. DRS. BRAHMS, COHN & LEB, INC. may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.

Public safety. DRS. BRAHMS, COHN & LEB, INC. may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

Worker's compensation. **DRS. BRAHMS, COHN & LEB, INC. may disclose your health information as necessary to comply with worker's compensation laws.**

Appointment Reminders, Test Results and Treatment Information. DRS. BRAHMS, COHN & LEB, INC. may contact you to provide appointment reminders, test results or to give you information about other treatments or health-related services that may be of interest to you. This may include voice mail messages, postcards, letters, e-mail and other forms of communications.

II. WHEN DRS. BRAHMS, COHN & LEB, INC. MAY NOT USE OR DISCLOSE YOUR HEALTH INFORMATION. Except as described in this Notice of Privacy Practices, DRS. BRAHMS, COHN & LEB, INC. will not use or disclose your health information without your written authorization. If you **do** authorize DRS. BRAHMS, COHN & LEB, INC. to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

III. YOUR HEALTH INFORMATION RIGHTS.

1. You have the right to request restrictions on certain uses and disclosures of your health information. DRS. BRAHMS, COHN & LEB, INC. **is not required** to agree to the restriction that you requested.
2. You have the right to receive your health information through reasonable alternative means or at an alternative location.
3. You have the right to inspect and copy your health information. DRS. BRAHMS, COHN & LEB, INC. may impose a charge for copying expenses.

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4. You have a right to request that DRS. BRAHMS, COHN & LEB, INC. amend your health information that is incorrect or incomplete. A request form must be completed.. DRS. BRAHMS, COHN & LEB, INC. **is not required** to change your health information.
5. You have a right to receive an accounting of disclosures of your health information made by DRS. BRAHMS, COHN & LEB, INC., except that DRS. BRAHMS, COHN & LEB, INC. **does not have to account** for the disclosures for treatment, payment, health care operations, information provided to you and certain government functions described above.
6. You have a right to a paper copy of this Notice of Privacy Practices.

IV. CHANGES TO THIS NOTICE OF PRIVACY PRACTICES. DRS. BRAHMS, COHN & LEB, INC. reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, DRS. BRAHMS, COHN & LEB, INC. is required by law to comply with this Notice.

V. COMPLAINTS. Complaints about this Notice of Privacy Practices or how DRS. BRAHMS, COHN & LEB, INC. handles your health information should be directed to:

**DRS. BRAHMS, COHN & LEB, INC.  
23250 Mercantile Road, Beachwood, Ohio 44122  
Evelyn Finken , Office Manager (216) 831-7855**

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to the address below. DRS. BRAHMS, COHN & LEB, INC. will not retaliate against you for filing a complaint.

U.S. Department of Health and Human Services  
Office of Civil Rights, Region V  
233 N. Michigan Ave., Suite 240  
Chicago, IL 60601

Phone: 312-886-2359  
Fax: 312-886-1807  
TDD: 312-353-5693  
Email: [OCRComplain@hhs.gov](mailto:OCRComplain@hhs.gov)

For further information, contact:  
Department of Health & Human Services  
Office for Civil Rights  
Mail Stop Room 506F  
Hubert H. Humphrey Building  
200 Independence Avenue, SW  
Washington, DC 20201

Phone: 202-205-8725