

## Your rights regarding your health information

1. **Communications.** You can request that our practice communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. We will accommodate reasonable requests.
2. You can request a restriction in our use or disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your health information to only certain individuals involved in your care or the payment of your care, such as family members and friends. We are not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you.
3. You have the right to inspect and obtain a copy of the health information that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing to the physician who is primarily caring for you at Michigan Ear, Nose and Throat Associates or the Office Manager if you are not being followed by a physician.
4. You may ask us to amend your health information if you believe it is incorrect or incomplete, and as long as the information is kept by or for our practice. To request an amendment, your request must be made in writing and submitted to the physician who is primarily caring for you at Michigan Ear, Nose and Throat Associates or the Office Manager if you are not being followed by a physician. You must provide us with a reason that supports your request for amendment.
5. **Right to a copy of this notice.** You are entitled to receive a copy of this Notice of Privacy Practices. You may ask us to give you a copy of this notice at any time. To obtain a copy of this notice contact our front desk receptionist.
6. **Right to file a complaint.** If you believe your privacy right have been violated, you may file a complaint *with our practice or with the Secretary of the Department of Health and Human Services.* To file a complaint with our practice, contact the physician who is primarily caring for you at Michigan Ear, Nose and Throat or the Office Manager if you are not being followed by a physician. All complaints must be submitted in writing. You will not be penalized for filing a complaint.
7. **Right to provide an authorization for other uses and disclosures.** Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.