



205 SE Howard Ave.  
Bartlesville, Oklahoma 74006

## Notice of Privacy Practice

Bartlesville ENT & Allergy  
205 SE Howard Avenue, Bartlesville, OK, 74006  
918-333-0474

Your Information. Your Rights. Our Responsibilities.

When it comes to your health information, you have certain rights. This document explains your rights and our responsibilities.

You have the right to get a copy of your medical records. We will provide you a copy or a summary of your health information within 30 days of your request. We may charge a reasonable fee. You can ask us to correct any health information you think is incorrect or incomplete. We may deny your request, but we'll tell you why in writing within 60 days.

You can ask us to contact you in a specific way. We will agree to all reasonable requests.

You can ask us not to use or share certain health information for treatment, payment or our operations. We are not required to agree to your request, and we may deny if it would affect your care. If you pay for a service out of pocket and in full you can ask us not to share that information with your insurance carrier.

You can ask for a list of the times we've shared your health information. We will include all disclosures except for those about treatment, payment and health care operations, and certain other disclosures as allowed by law.

You can ask for a paper copy of this notice at any time.

You can choose someone to act for you. If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your right and make choices about your health information.

You can complain if you feel we have violated your rights by contacting us using the information above. You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue S.W., Washington, D.C. 20201, calling 1-877-696-6775 or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/). We will not retaliate against you for filing a complaint.

You can tell us how to share your information in certain cases. You can tell us to share information with family and friends or others involved in your care. We typically share your information to treat you, run our organization and bill for your services. We are allowed to share your information for public health and safety issues, do research, comply with the law, respond to organ and tissue donation requests, work with a medical examiner or funeral director, address worker's compensation, law enforcement and other government requests.

We are required by law to maintain the privacy and security of your protected health information. We will let you know if a breach occurs that may have compromised the privacy or security of your information. We must follow the duties and privacy practices described in this notice and give you a copy. We will not use or share your information other than as described here unless you give us permission in writing. If you tell us we can, you may change your mind at any time. Please let us know in writing if you change your mind.

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html). We have the right to change the terms of this notice. The new notice will be available upon request in our office and on our website. This NPP applies to Bartlesville ENT & Allergy.