

**NOTICE OF PRIVACY POLICY FOR PROTECTED HEALTH INFORMATION (PHI)**

The office of Changing Your Weighs as a part of Town Center Medical Group is dedicated to protect your “nonpublic personal health information.” This notice is to tell you how and why we collect that information, and who has access to that information.

**HOW WE COLLECT YOUR INFORMATION:**  
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**HOW WE COLLECT YOUR INFORMATION:**  
Your personal demographic information such as name, address, birth date, social security number, and medical insurance information is obtained from you. This is why we ask you to fill out the patient information sheet and may ask for a copy of your insurance card. This insures you that the information we collect is correct.

If you came to our practice through a hospital encounter, we may obtain that information from the hospital. However, on you first visit to the office, we will ask you to fill out our information sheet to insure that the information we received from the hospital was correct.

We may also ask a doctor or other health care provider who referred you to this practice to give health information that will enable us to better treat your medical condition. This benefits you in that we will have test results that have already been obtained by the referring entity.

**WHY WE COLLECT THIS INFORMATION:**  
We collect this information so that we can treat your medical condition and obtain payment from you or your health insurance.

**MAINTAINING ACCURATE AND TIMELY INFORMATION:**

To insure that the information we maintain is accurate, each time you visit this office you will be asked if any of your information needs to be updated.

**WHO HAS ACCESS TO THIS INFORMATION:**  
Any person or persons you designate in writing, people directly involved in your medical care, people creating and maintaining your medical record, and those entities that need your information to process health care claims and obtain payment for our services have access to your Protected Health Information.

Entities such as Governmental Oversight agencies, Judicial and Administrative Proceedings, Law Enforcement Agencies, Coroners and Medical Examiners, and Organ Procurement Organizations may obtain copies of our Protected Health Information. These entities are mandate by Law and this practice has no jurisdiction over such entities.

**HOW WE PROTECT YOUR INFORMATION:**  
We release your information only to those people who need your information. We maintain physical, electronic, and procedural safeguards so that no one but persons involved in your healthcare or entities who need this information for claims processing have access to your Protected Health Information.

**YOUR RIGHTS:**  
You have the right to inspect your Protected Healthcare Information. You also have the right to amend any errors you may find in your record.

If you leave this practice, your Protected Healthcare Information will continue to receive the protection outlined in this notice.

**COMPLAINT/COMMENTS:**  
If you have any complaints concerning our privacy practices, you may contact the Secretary of the Department of Health and Human Services, at 200

Independence Avenue, S.W. Room 509F, HHH Building, Washington D.C. 20201. You also may contact the Privacy Officer at this practice at (480)-949-9047

THIS PRACTICE reserves the right to amend our privacy policy as dictated by law, without sending you a copy of the amendment. Any changes to this policy will be posted in our office

This notice is effective as of April 16, 2008.

I acknowledge receipt of a copy of this Privacy Information.

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Patient or Responsible Party

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Date

*Changing Your Weighs*

*A Division of Town Center Medical Group  
7301 E 2<sup>nd</sup> Str, Suite 300  
Scottsdale AZ 85251  
480-949-9047*

