



THE VEIN INSTITUTE
AT SOUTHERN SURGICAL ARTS

NOTICE OF PRIVACY PRACTICES

Protecting Your Privacy

Protecting your privacy and your medical information is at the core of our business. We recognize our obligation to keep your information secure and confidential whether on paper or the Internet. At The Vein Institute privacy is one of our highest priorities.

Keeping Your Information

Keeping the medical and health information we have about you secure is one of our most important responsibilities. We value your trust and will handle your information with care. Our employees access information about you only when necessary to provide treatment, verify eligibility, obtain authorization, process claims and otherwise meet your needs. We may also access information about you when considering a request from you or when exercising our rights under the law or any agreement with you.

Working To Meet Your Needs Through Information

In the course of doing business, we collect and use various types of information like name and address and claims information. We use this information to provide service to you, to process your claims and to bring health information that might be of interest to you.

Keeping Information Accurate

Keeping your health information accurate and up-to-date is very important. If you believe the health information we have about you is incomplete, inaccurate or not current, please call or write us at the address listed below. We take appropriate action to correct any erroneous information as quickly as possible through a standard set of practices and procedures.

How And Why Information Is Shared

We limit who receives information and what type of information is shared.

- Sharing information within The Vein Institute. We share information within our company to deliver you the health care services and the related information and education programs specified in your plan.
- Sharing information with companies that work for us. To help us offer you our services, we may share information with companies that work for us, such as claim processing and mailing companies. These companies act on our behalf and are obligated contractually to keep the information that we provide them confidential.
- Sharing information with other physicians. In order to improve your care, we usually share information with your primary, referring, and other specialist physicians. This information might include: history and physical, labs, ultrasound, x-ray, operative reports, etc.
- Other. Patient-specific personally identifiable data is released only when required to provide a service for you and only to those with a need to know or with your consent. Data is released with the condition that the person receiving the data will not release it further, unless you give permission.

If we receive a subpoena or similar legal process demanding a release of any information about you we will attempt to notify you (unless we are prohibited from doing so). Except as required by law or as described above, we do not share information with third-party marketers who offer their products and services to our patients.

Count On Our Commitment To Your Privacy

We will attempt to keep you informed about how we protect your privacy and limit the sharing of information you provide to us—whether it is at our office, over the phone or through the Internet.