

PATIENT PRIVACY POLICY

Privacy Officer: Liz, RN Nurse Manager 920-452-4673
Effective Date of Notice: July 2025

We care about your privacy and are committed to protecting your health information. This Patient Privacy Policy describes how your medical information may be used and disclosed, and how you can access this information. Please review it carefully.

Your Rights

- You have a right to review your medical record in the presence of clinic staff.
- You will have access to your medical documents through a secure Patient Portal.
- You can ask us to explain health information about you that you think is incorrect or incomplete. We may make new addendums to existing notes for clarification.
- You can ask us to contact you in a specific way (by home or office phone) or to send mail to a different address. We will say “yes” to all reasonable requests.
- You can ask for a copy of this policy at any time.
- You can file a complaint with us if you feel we have violated your privacy by contacting us using the contact information above.

Your Choices

You can tell us your choices about whether and what we share with your family, close friends, or others involved in your care.

- If you cannot tell us your preference, for example, if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to your health or safety.
- We will not use your information for marketing purposes without your written permission.
- We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

- We can use your health information and share it with other professionals who are treating you.
Example: Sharing your ultrasound images or STD results with a medical professional for interpreting purposes.
- We can use and share your health information to run our clinic, improve your care, and contact you when necessary. We will share information about you if required by applicable state or federal laws such as workers’ compensation, law enforcement, and other government requests.
- We can share health information about you in response to a court or administrative order or in response to a subpoena if required by law.
- For uses beyond these, we will ordinarily obtain your written authorization.

Our Responsibilities

- We abide by applicable state and federal laws to maintain the privacy and security of your health information, and a circumstance may arise that we give a copy of records to a client or representative.
- We will follow all applicable state and federal laws if a breach occurs that may have compromised the privacy or security of your health information.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

Changes to the Terms of this Patient Privacy Policy

We can change the terms of this policy, which will apply to all the information we have about you. The new policy will be available upon request in our office and on our website.