



3801 Ireland Grove Road  
Bloomington, IL 61704  
Phone 309-664-0101  
Fax 309-664-0101

## PRIVACY NOTICE

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) is a federal law that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept confidential. This Act gives you, the patient, significant rights to understand and control how your health information is used. “HIPAA” provides penalties for covered entities that misuse personal health information.

As required by “HIPAA”, Ireland Grove Center for Surgery has prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and/or disclose your medical records only for each of the following purposes:

- **TREATMENT** - Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and/or providing treatment or who may be consulted by staff members.
- **PAYMENT** - Your health information may be used to seek payment from your health insurance plan, from other sources of coverage such as automobile insurer, or from credit card companies that may be used to pay for services. For example, your health insurance plan may request and receive information on dates of services, the services provided and medical condition being treated.
- **HEALTH CARE OPERATIONS** - Your health information may be used as necessary to support the day-to-day activities and management of Ireland Grove Center for Surgery. For example, information on the services you received may be used to support budgeting and financial reporting and activities to evaluate and promote quality.
- **LAW ENFORCEMENT** - Your health information may be disclosed to law enforcement agencies, without your permission, to support governmental audits and inspections, to facilitate law enforcement investigations, and to comply with government mandated reporting.
- **PUBLIC HEALTH REPORTING** - Your health information may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state’s public health department.

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Ireland Grove Center for Surgery may contact you to provide information about treatment alternatives or other health related benefits and services that may be of interest to you. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization.

If you change your mind after authorizing a use or disclosure of your information, you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of the information that occurred before you notified us of your decision.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Administrator of Ireland Grove Center for Surgery:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you
- The right to receive confidential communications of protected health information from Ireland Grove Center for Surgery by alternative means or at alternative locations
- The right to inspect and copy your protected health information
- The right to amend your protected health information
- The right to receive an accounting of disclosures of protected health information
- The right to obtain a paper copy of this notice from us upon request

If you believe that Ireland Grove Center for Surgery has violated your privacy rights, you may file a complaint by sending a letter outlining your concerns to:

Ireland Grove Center for Surgery, LLC  
3801 Ireland Grove Road  
Bloomington, IL 61704

You will not be penalized or otherwise retaliated against for filing a complaint.

Ireland Grove Center for Surgery is required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We understand that medical information about you and your health is confidential. We are committed to protecting your medical information. We create a record of the care and services you receive. We need this record to provide you with quality care and to comply with certain legal requirements.

This notice is effective as of April 14, 2003. Ireland Grove Center for Surgery is required to abide by the terms of the Notice of Privacy. As permitted by law, Ireland Grove Center for Surgery reserves the right to change the terms of the Notice of Privacy and to make new notice provisions effective for all protected health information. Changes in policies and practices may be required due to changes in federal and state laws and regulations.