

# ***Patient / Practice Informational Brochure***

***Miami Valley Heart &  
Lung Surgeons, LLC***

Miami Valley Hospital  
Site Location  
30 East Apple Street, Suite  
6'7'  
Dayton, Ohio 45409  
=  
Troy Location  
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Suite 101  
=  
Office Phone: 937-208-6060  
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Dr. Mark Anstadt  
Dr. Nnamdi Azie  
Dr. Paul Heyse

## ***Patient Health Information and Privacy Protection***

The physicians and staff of Miami Valley Heart & Lung Surgeons, LLC have always protected the confidentiality of health information by refusing to reveal your health information without your permission. Today's state and federal laws also attempt to ensure the confidentiality of this sensitive information.

The federal government recently published regulations designed to protect the privacy of your health information. This "privacy rule" protects health information that is maintained by physicians, hospital and other health care providers. As of April 14, 2003 we must and will comply with these rules.

All health information including office records, oral or written communications and electronic information are protected by the privacy rules.

These privacy rules provide certain rights, such as your right to access your medical records. There are some exceptions in these rules. Our office staff will be taking even more precautions to safeguard your health information as a result of these new rules. None of the rules are intended to prevent you or our practice from providing to your health care needs and every effort will be

made to assure this does not happen. However, this process will require your cooperation and at times, may require you to complete some additional "consent forms" to assure protection.

Please feel free to ask your physician or the Practice Administrator about exercising your rights or if you have questions about how your information will be protected.

## ***Authorization for Release of Information***

By signing the "Acknowledgement of Receipt Notice of Privacy Practices", the patient or their representative consent to the disclosure of that information required for the treatment, payment of services provided, or health care operations.

This consent shall include providing the information required for any diagnostic testing, referral to other healthcare providers for additional services, scheduling of procedures and/or hospital care, billing to your insurance company, insurance and work related forms.

This consent shall be effective from the first day of contact with the patient and continue for a period of one year after the last date of contact, unless specifically limited otherwise by the patient or their legal representative.

Any patient may revoke or limit, all or part of this authorization to release this information at any time by placing this request in writing and submitting to:

Practice Administrator  
Miami Valley Heart & Lung  
Surgeons, LLC  
30 East Apple Street, Suite 6252  
Dayton, Ohio 45409

In the event that the patient or their legal representative request any medical information to be released to any party not noted above for any reason, a separate specific written release form must be completed and signed by the patient or their legal representative.

## ***Right of Inspection***

The patient or their legal representative shall have the right to inspect any of their protected health information during normal business hours.

The patient or their legal representative shall have a right to a copy of their protected health information. The patient or their legal representative may be charged a nominal fee for the costs of copying said information, in accordance with any laws governing the provision of such copies.

The patient or their legal representative shall have the right to obtain an accounting of all disclosures of protected health information.

## **Right to Revoke / Amend Release of Information**

Again, any patient or their legal representative may revoke, limit, or amend all or part of the authorization to release any medical information at any time by placing this request in writing and submit to:

Practice Administrator  
Miami Valley Heart & Lung  
Surgeons, LLC  
30 East Apple Street, Suite 6252  
Dayton, Ohio 45409

## **Protected Information NOT accessible to the Patient**

Individual access to certain protected information may be denied by Miami Valley Heart & Lung Surgeons, LLC.

This information includes:

- ◆ Psychotherapy notes
- ◆ Information that is intended for use in civil, criminal or administrative actions
- ◆ In certain circumstances, if the patient is an inmate in a correctional facility
- ◆ The patient consented to the withholding of information as a subject of a research project that is still in progress

- ◆ The patient is denied access to the information under the Privacy Act
- ◆ Miami Valley Heart & Lung Surgeons, LLC obtained the requested information under a promise of confidentiality, and access to the information would reveal the source of the information.

## **Filing a Complaint**

In the event you as the patient or your legal representative have a complaint, said complaint should be placed in writing and sent to:

Practice Administrator  
Miami Valley Heart & Lung  
Surgeons, LLC  
30 East Apple Street, Suite 6252  
Dayton, Ohio 45409

Your complaint will be responded to in writing by the practice administrator and/or the physician Compliance/Information Officer for the Corporation within 30 days.