



## Desert Pulmonary & Sleep Consultants, PLC

Main Office  
3303 East Baseline Road, Suite 208  
Gilbert, AZ 85234  
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Sleep and Diagnostic Center  
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Gilbert, AZ 85295  
480-917-1996(P) 480-917-3960(FAX)

### Notice of Privacy Practices

This notice describes how health information about you (as a patient of this practice) may be used and disclosed, and how you can get access to your health information. This is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Our practice is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information. We realize that these laws are complicated, but we must provide you with the following information.

Use and disclosure of your health information in certain special circumstances:

1. To public health authorities and health oversight agencies that are authorized by law to collect information.
2. Lawsuits and similar proceedings in response to a court or administrative order.
3. If required to do so by a law enforcement official.
4. When necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. We will only make disclosures to a person or organization able to prevent the threat.
5. If you are a member of the U.S. or foreign military forces (including veterans) and if required by the appropriate authorities.
6. To federal officials for intelligence and national security activities authorized by law.
7. To correctional institutions or law enforcement officials. If you are an inmate or under the custody of a law enforcement official.
8. For Workers Compensation and similar programs.

In our office, your chart and patient information belong to the practice of Desert Pulmonary & Sleep Consultants. Therefore, all staff and physicians in the practice may have access to your health information in order to provide you with the best healthcare possible.

## Your rights regarding your health information

1. You can request that our practice communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home rather than work. We will accommodate reasonable requests.
2. You can request a restriction in our use of disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your health information to only certain individuals involved in your care or the payment for your care, such as family members and friends. We are not required to agree to your request except when otherwise required by law, in emergencies or when the information is necessary to treat you.
3. You have the right to inspect and obtain a copy of the health information that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit your request in writing to: Desert Pulmonary & Sleep Consultants 3303 E. Baseline Rd. Ste. #208 Gilbert, Arizona 85234, Attn: Privacy Officer.
4. You may ask us to amend your health information if you believe it is incorrect or incomplete, and as long as the information is kept by or for our practice. To request an amendment, it must be made in writing and submitted to: Desert Pulmonary & Sleep Consultants 3303 E. Baseline Rd. Ste. #208 Gilbert, Arizona 85234, Attn: Privacy Officer.
5. You are entitled to a copy of this Notice of Privacy Practice. You may ask us to give you a copy of this notice at any time. To obtain a copy, please ask our front desk receptionists.
6. If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, your concerns must be made in writing and submitted to Desert Pulmonary & Sleep Consultants 3303 E. Baseline Rd. Ste. #208 Gilbert, Arizona 85234, Attn: Privacy Officer. You will not be penalized for filing a complaint.
7. Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.

If you have any questions regarding this notice or our health information privacy policies, please contact our office at 480-962-1650.