



Virginia Cardiovascular Specialists

Summary Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. If you wish to review a detailed version of our Notice of Privacy Practices, please ask any staff member.

Uses and Disclosures: We will use and disclose elements of your protected health information (PHI) in the following ways.

- For purposes of treatment, payment, and practice operations.
- When release is required by law, including military purposes, law enforcement requests, national security reasons, or healthcare regulatory/accrediting agencies.
- In emergency situations or for health and safety reasons.
- To medical examiners, coroners, or funeral directors.
- To organ, tissue, and other donation organizations.
- To contact you about appointment reminders or to tell you about other health-related benefits and services.
- For worker's compensation requests.
- For clinical research purposes.
- To people who are involved in your care.

All other uses and disclosures by Virginia Cardiovascular Specialists (VCS) will require us to obtain from you a written authorization.

Your Rights:

- Restrictions – To ask us to limit the information we share.
(The request will be considered on an individual basis.)
- Confidential communications – To receive your confidential health information by alternate addresses, telephone numbers, or fax numbers.
- Access – To inspect or receive copies of your medical record.
- Amendments – To request changes be made to your health information.
(The request will be considered on an individual basis.)
- Accounting – To receive a list of our disclosures of your health information.
- This notice – To ask for a copy of our full privacy notice.
- Complaints – To complain to VCS or the U.S. Department of Health & Human Services Office of Civil Rights. To file a complaint, call the VCS Privacy Officer at 804-521-5826.

Our Duties:

We are required by law to maintain the privacy of your Protected Health Information. We must abide by the terms of this notice, effective April 14, 2003.

Privacy Contact:

For more information about our privacy practices, please contact our Privacy Officer at 804-521-5826.