

# **HIPAA Privacy Policy**

## **(Notice of Privacy Practices for Patients)**

**Notice of Privacy Practices** *Effective Date: April 1, 2025*

### **Summit Psychiatry Associates, LLC**

This notice describes how medical information about you may be used and disclosed, how you can get access to this information, and important information about our fees. Please review it carefully.

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### **Your Rights**

You have the right to:

- Get a copy of your medical record
- Ask us to correct your medical record
- Request confidential communications
- Ask us to limit what we use or share
- Get a list of those we've shared your information with
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your rights are violated

### **Your Choices**

You have the right and choice to tell us to:

- Share information with your family, friends, or others involved in your care
- Share information in a disaster relief situation
- Contact you for fundraising efforts (you may opt out)

We will never share your information without written permission for:

- Marketing purposes
- Sale of your information
- Most uses and disclosures of psychotherapy notes

To exercise your rights or file a complaint, contact our Privacy Officer:

**Email:** [admin@summit-pa.org](mailto:admin@summit-pa.org)

**Phone:** 907-215-2353

**Mail:** Summit Psychiatry Associates, LLC, 247 S Alaska St, Palmer, AK 99645

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### **Our Uses and Disclosures**

We may use and share your information as we:

- Treat you
- Run our organization and coordinate your care
- Bill for your services
- Help with public health and safety issues
- Conduct health research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with medical examiners or funeral directors
- Address workers' compensation, law enforcement, and government requests
- Respond to lawsuits and legal actions

### **Our Responsibilities**

We are required by law to:

- Maintain the privacy and security of your protected health information
  - Notify you if a breach occurs
  - Provide you with a copy of this notice upon request
  - Follow the terms of this notice and not use or share your information other than as described here unless you provide written permission
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