

**Individual Rights:** You have certain rights under federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of your protected health information
- The right to receive confidential communications concerning your medical condition and treatment
- The right to inspect and copy your protected health information.
- The right to receive an accounting of how and to whom your protected health information that has been disclosed
- The right to receive a printed copy of this notice
- The right to amend or submit corrections to your protected health information

**Our Duties:** We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices.

We also are required to abide by the privacy policies and practices that are outlined in this notice.

### **Right to Revise Privacy Practices**

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit. The revised policies and practices will be applied to all protected health information we maintain.

### **Requests to Inspect Protected Health Information:**

You may generally inspect or copy the protected health information that we maintain. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting our office staff. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request. Please be advised there will be a fee for these services.

### **Complaints**

If you would like to submit a comment or complaint about our privacy practices you can do so by sending a letter outlining your concerns to

Office Manager  
Atlantic Surgical Associates  
330 Borthwick Avenue, Suite 308  
Portsmouth, NH 03801

If you believe that your privacy rights have been violated, you should call the matter to our attention by sending a letter describing your concerns to the above address.

Contact Person:

Office Manager, at the above address.

Effective Date: April 14, 2003