



## **NOTICE OF PRIVACY PRACTICES**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN SEE THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

### **Understanding the Information in Your Health Record**

Following a mastectomy or lumpectomy, your physician or other health care provider referred you to HERS Breast Cancer Foundation to provide prosthetic services and supplies appropriate for your condition. Once HERS Breast Cancer Foundation receives a referral from your physician or other health care provider, HERS Breast Cancer Foundation creates a medical record containing information concerning you and the services and supplies provided by HERS Breast Cancer Foundation. Normally, this record may contain information regarding the services and supplies provided by HERS Breast Cancer Foundation and other medical information. This information, often referred to as your health and medical record.

### **Your Health Information Rights**

Although your health record is the physical property of HERS Breast Cancer Foundation, the information belongs to you.

You have the right to:

- Request a limit on certain uses and disclosures of your information as described in 45 CFR § 164.522.
- Get a paper copy of the notice of information practices upon request.
- Inspect and copy your health record as described in 45 CFR § 164.524.
- Make changes to your health record as described in 45 CFR § 164.528.
- Obtain a detailed list of anyone that has requested your health information as described in 45 CFR § 164.528.
- Request communications of your health information by other means or at other locations.
- Authorize any use of your health information other than as set forth in this notice.
- Cancel any such authorization to use or disclose health information except to the extent that action has already been taken.

### **Our Responsibilities**

HERS Breast Cancer Foundation is required to:

- Keep the privacy of your health information.
- Provide you with a notice as to our legal duties and privacy practices with respect to the information we collect and maintain about you.
- Abide by the terms of this notice.
- Accommodate reasonable requests you may have to communicate health information by other means or at other locations, and

- Notify you if we are unable to agree to requested restriction.

We will not use or disclose your health information without your permission, except as described in this notice.

If you believe your privacy rights have been violated, you can file a complaint with the HERS Breast Cancer Foundation Privacy Officer or with the Secretary for Health and Human Services. There will be no retaliation for filing a complaint.

**Appointments** HERS Breast Cancer Foundation may use information in your medical record to provide you appointment reminders or to provide you with information about new treatment options or the availability of other services and/or post mastectomy/lumpectomy services or supplies that may be of interest to you.

**Required by Law** HERS Breast Cancer Foundation may use and disclose information about you as required by law.

For example: HERS Breast Cancer Foundation may disclose information:

- To a government authority relating to victims of abuse, neglect or domestic violence.
- For judicial and administrative proceedings when approved rules have been followed to protect the privacy of the information.
- For approved law enforcement purposes as set forth in the Privacy Rule.

HERS Breast Cancer Foundation reserves the right to change its information practices and to make the new provisions effective for all protected health information it maintains. Revised notices will be made available to you by mail to the address supplied by you to HERS Breast Cancer Foundation. All references to the Privacy Rule are to 45 CFR Parts 160 and 164.

**For More Information or to Report a Concern**

If you have questions and would like additional information, you may call the HERS Breast Cancer Foundation Privacy Officer at (510) 790-1911.

**HERS Breast Cancer Foundation Notice of Privacy Practices**  
*Effective April 14, 2003*