

**PRIVACY / DISCLOSURE NOTICE**  
**Health Insurance Portability and Accountability**  
**Act of 1996**  
**(Public Law 104-191)**

**Your Health Information Rights as a patient of AAIC:**

Although your health record is the physical property of AAIC, the information contained within the record belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522.
- Obtain a paper copy of the notice of information practices upon request.
- Inspect and copy your health record as provided for in 45 CFR 164.524.
- Amend your health record as provided in 45 CFR 164.528.
- Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528.
- Request communications of your health information by alternative means or at alternative locations.
- Revoke your authorization, in writing; to use or disclose health information except to the extent that action had already been taken.

**Our Responsibilities as your healthcare provider:**

The Asthma, Allergy and Immunology Center is required to:

- Maintain the privacy of your health information.
- Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you.
- Abide by the terms of this notice.
- Notify you if we are unable to agree to a requested restriction.
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will post a revised notice at all of our locations.

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

**For more information or to report a problem:**

If you have questions and would like additional information you may ask to speak to the health information manager, or contact the Office Administrator at (225) 766-6931.

If you believe your privacy rights have been violated, you can file a complaint with the AAIC director of health information management or with the Secretary of Health and Human Services. There will be no retaliation for filing a complaint.