

Central Family Practice  
801 W. 34<sup>th</sup> Street Suite 102  
Austin, Texas 78705

We follow federal HIPPA guidelines in maintaining the privacy of our patient's medical records. The federal HIPPA Privacy Rule and Public Health standards can be found in their entirety at the website: [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/)

A summary of our policy for handling your protected health information (PHI) in accordance with HIPPA is as follows:

Upon written request, we will provide you with a copy of your PHI (protected health information). We will process this request in no longer than 30 days following receipt of the request. In certain circumstances, we will send PHI to you without written consent if it is being sent directly to you at the address we have on file and is, for example, a small amount of information such as a lab report. We will also accept verbal authorization from you to send vaccine records to your child's school.

We may deny an individual access to all or part of his or her PHI when:

- \*Requested information contains psychotherapy notes;
- \*Information is compiled in anticipation of or for use in a civil, criminal, or administrative action or proceeding;
- \*Information is requested by an inmate
- \*A licensed healthcare professional determines that it is reasonable likely that access to the requested information would endanger the life or physical safety of the individual or another person.

PHI can be shared with other practitioners within our practice here at CFP on a "need to know" basis and with the understanding that all practitioners follow HIPPA guidelines related to privacy. You have the right to request restrictions on the uses or disclosures of your PHI. For example, you may request that a particular medical procedure be kept confidential and not shared with other providers. Although we are not required to agree to such a restriction, if we enter into an agreement to restrict, we must abide by the agreement, except in emergency circumstances

Written authorization must be received from you in order for us to release your records to outside entities. In some circumstances, a fee is charged for records requests. Exceptions to written authorization are if the information is being requested for billing/ insurance purposes, if the information is being sent to a practitioner that we have referred you to and is needed in order to provide you with appropriate medical care, in which case permission has been implied in accepting the referral to the practitioner outside of our practice. Another exception would be when PHI is required by other local, state or federal laws, as in the case of reporting abuse or neglect, for example.

If you disagree with a medical opinion in your PHI, you can submit a second opinion to be included in your medical record. However, CFP may deny an individual's request for amendment, for example, if we determine that we did not create the information or that the information would not be available for inspection because the individual does not have a right to access. All requests for amendments must be submitted in writing. Any denial of your request must be explained to you in writing.