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**PRIVACY POLICY NOTIFICATION FOR OUR PATIENTS**

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To our Valued Patients:

The misuse of Personal Health Information (PHI) has been identified as a national problem causing patients inconvenience, aggravation, and money. We want you to know that all of our employees, managers and doctors continually undergo training so that they may understand and comply with government rules and regulations regarding the Health Insurance Portability and Accountability Act (HIPAA) with particular emphasis on the "Privacy Rule." We strive to achieve the very highest standards of ethics and integrity in performing services for our patients.

It is our policy to properly determine appropriate uses of PHI in accordance with the governmental rules, laws, and regulations. We want to ensure that our practice never contributes in any way to the growing problem of improper disclosure of PHI. As part of this plan, we have implemented a Compliance Program that we believe will help us prevent any inappropriate use of PHI.

We also know that we are not perfect! Because of this fact, our policy is to listen to our employees and our patients without any thought of penalization if they feel that an event in any way compromises our policy of integrity. More so, we welcome your input regarding any service problem so that we may remedy the situation promptly.

A comprehensive copy of our **PRIVACY PRACTICES** is available for review in each of our exam rooms and in the waiting room. If you would like a copy for yourself please ask one of our staff members. Additionally, you will be asked to sign an acknowledgement form, indicating you had access to this policy which explains how Melnick, Moffitt & Mesaros ENT Associates is utilizing your private health information.

***Our office is fully committed to compliance with HIPAA guidelines by:***

1. Providing appropriate *security* for our patient records.
2. Protecting the *privacy* of our patient's medical information.
3. Providing our patients with proper *access* to their medical records.
4. Appropriately maintaining our patient information and billing process in compliance with national hipaa *standards*.

If you ever have any questions or concerns about your services or charges, we encourage you to call and ask for our Compliance/Privacy Officer, Susan Walewski.

Thank you for being one of our highly valued patients.