

This notice describes how information about you may be used and disclosed and how you can gain access to this information. Please review it carefully.

NOTICE OF INFORMATION PRACTICES

1. Southeastern Lung Care and The Sleep Disorders Centers of Southeastern Lung Care, hereafter referred to as Southeastern Lung Care and The Sleep Disorders Centers, may use and disclose protected health information for treatment, payment and healthcare operations, health related benefits and services, release of information to designated individual or entities, and disclosures required by the law. Examples of this include, but are not limited to, requested preschool, life insurance, or sports physicals, referral to nursing homes, foster care homes, home health agencies, and/or referral to other providers for treatment, and/or referral to research company for participation in research studies. Payment examples include, but are not limited to, insurance companies for claims, including coordination of benefits with other insurers, or collection agencies. Healthcare operations include, but are not limited to, internal quality control, quality assurance, and auditing of records.
2. Southeastern Lung Care and The Sleep Disorders Centers is permitted or required to use or disclose protected health information without the individual's written consent or authorization in certain circumstances. These circumstances include, but are not limited to, cases of public health requirements and court orders.
3. Southeastern Lung Care and The Sleep Disorders Centers will not make any other use or disclosure of a patient's protected health information without the individual's written authorization. The individual may revoke such authorization at any time. Any revocation of authorization must be submitted in writing.
4. Southeastern Lung Care and The Sleep Disorders Centers may at times contact the patient to provide appointment reminders, information regarding treatment alternatives, or other health-related benefits and services that may be of interest to the individual patient.
5. Southeastern Lung Care and The Sleep Disorders Centers will abide by the terms of this notice, or the notice currently in effect, at the time of disclosure.
6. Southeastern Lung Care and The Sleep Disorders Centers reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information that it maintains.

2665 N. Decatur Road
Suite 430
Decatur, GA 30033
(404) 294-4018
(404) 294-9161 Fax

1490 Milledale Road
Suite A & B
Conyers, GA 30012
(770) 922-2217
(770) 922-1626 Fax

320 Winn Way
Suite 103
Decatur, GA 30030
(404) 508-6257
(404) 508-8576 Fax

6335 Hospital Parkway
Suite 307
Johns Creek, GA 30097
(678) 474-9277
(678) 475-2751 Fax

7. Southeastern Lung Care and The Sleep Disorders Centers will provide each patient with a copy of any revisions to the Notice of Information Practices at the time of their next visit if requested, or at their last known address, if there is a need to use or disclose any protected health information of the patient. Copies may also be obtained at any time at any of its offices.
8. Any person/patient may file a complaint to the Practice and to the Secretary of Health and Human Services if they believe their privacy rights have been violated. To file a complaint with the Practice, please contact the Privacy Officer and/or the HIPAA Officer at the address and phone number listed below. All complaints will be addressed and the results reported to the Corporate Compliance Officer, Managing Physician, and Board of Directors.

2665 North Decatur Road, Suite 430
Decatur, GA 30033
404-294-4018

9. It is Southeastern Lung Care and The Sleep Disorders Center's policy that no retaliatory action will be made against any individual who submits or conveys a complaint of suspected or actual non-compliance of the privacy standards.
10. Please contact the Privacy Officer or the HIPAA Compliance Officer/Practice CEO/Administrator at 404-294-4018 if you need any further information.
11. The effective date of this policy is April 1, 2002.

If you would like to receive a copy of this notice to take home, please ask the receptionist.