

**CRAIG C KRAUSE MD
NOTICE OF PRIVACY PRACTICES
Effective November 1, 2009**

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

IF YOU HAVE QUESTIONS ABOUT THIS NOTICE, PLEASE CONTACT:

Privacy Officer, Craig C. Krause, MD
7754 Gardner Park Drive
Gainesville, VA 20155
(703) 753-5685

Our Privacy Officer is: Craig C. Krause, MD

Who Does this Notice Apply to?

Lake Manassas Medical Psychiatry, PLC publishes this Notice. It applies to everyone who works directly with our practice, including our employees, contractors, and business partners.

Why Do We Publish this Notice?

As medical professionals, we realize that your health information is very sensitive and personal. This is especially true of information regarding your mental health. Our practice is dedicated to maintaining the privacy of your health information. In conducting our business, in order to serve you, we will create records regarding you and the treatment and services we provide to you. We sometimes also need to share information with other parties. This Notice is intended to let you know how we use and disclose your information.

The privacy regulations enacted as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) require us to maintain the confidentiality of your Individually Identifiable Health Information (IIHI). This information is known as Protected Health Information (PHI). The law requires us to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice concerning your PHI. By law, we must follow the terms of the notice of privacy practices that we have in effect at the time. We realize that these laws are complicated, but we must provide you with the following important information:

These regulations are designed to give you, the patient, more control over the way in which your PHI is used. This Notice lets you know about certain legal rights you have with respect to the information we hold about you. You have certain rights to review and copy our records of information about you. You may also request that we amend these records, and may ask us to account for certain disclosures we may have made of information about you.

When Is This Notice Effective?

We are required to comply with the terms of this Notice while it is in effect. We reserve the right to change the terms of this Notice, and make the new terms effective for all information to which this Notice applies. This Notice will be in effect from the effective date printed above, until the date we publish an amended Notice. If we do publish an amended Notice, we will notify you at your next visit. We will also publish the amended Notice in our offices, and will publish it on our web site if we maintain one.

What Information Does this Notice Cover?

This Notice covers all information in our written or electronic records which concerns you, your health care, and payment for your health care. It also covers information we may have shared with other organizations to help us provide your care, get paid for providing care, or manage some of our

administrative operations.

When Can We Use or Disclose Information About You?

Treatment. We may use or disclose information about you for treatment purposes to doctors, nurses, technicians, medical students or other individuals who work in our practice who are involved in providing you with health care. We may also disclose information about you to organizations and individuals involved in your care who are outside of our practice, such as consulting physicians, laboratories, social workers, and so on. For example, if we refer you to another physician or a hospital for specialty services, we will provide that physician or hospital with all clinical information, which might be necessary or helpful to help them provide you with the right care. Or, if we need to send a sample of your blood to a laboratory for analysis, we will provide the laboratory with the information they need to process your blood correctly. These are only examples, and we may use or disclose information about you to provide you proper treatment in many other ways.

1. **Payment.** We may use or disclose information about you for payment purposes to our clerks and officers involved in billing and claims payment. We may also disclose such information to your health plan or other party financially responsible for your care, or to claims and billing services if necessary. For example, if you are covered by a health plan you cannot get reimbursed for the services we provide you unless we submit information in a claim. This might include detailed clinical information, depending on the kind of plan and claim. This is only an example, and there may be many other ways in which we may use or disclose information about you in connection with payment for your care.
2. **Health care operations.** We may use or disclose information about you for operational in connection with our practice. These activities might include practice quality improvement, training of medical students, insurance underwriting, medical or legal review, and business planning or administration of our practice. For example, we may wish to review the quality of care you receive, in order to help us deliver the best care we can. Or, we may audit our management practices so we can become more efficient. These are only examples, and we may use or disclose information about you for health care operations in many other ways.
3. **To a public health agency,** for purposes such as controlling disease,
4. **In case of suspected child abuse,** to the appropriate governmental authority,
5. **In other cases of suspected abuse, neglect or domestic violence,** to the appropriate governmental authority, with your agreement or if required by law, or if you are incapacitated or it appears necessary to prevent serious harm to you or others.
6. **To health oversight authorities,** for regulatory, licensing and other legal purposes.
7. **In litigation,** subject to certain requirements controlling the terms of the disclosure.
8. **To law enforcement agencies,** subject to applicable legal requirements and limitations.
9. **Worker's Compensation:** In such cases that your treatment is a result of an injury on the job, we may release your information to the appropriate carrier/employer.
10. **To Funeral Directors/Medical Examiners/Coroners** in the event of your death.
11. **When required** by Federal, State or Local law.
12. **For medical research purposes,** subject to your authorization, unless a waiver of authorization has been granted by an institutional review board or privacy board.
13. **Military:** If you are in the United States military, national security or intelligence, Foreign Service, to your authorized superiors or other authorized federal officials.
14. **We may contact you** for information to support your health care, including appointment reminders, information about alternative treatments, and health-related services, which may be of interest to you. We will routinely contact patients via telephone at home and/or work and, unless otherwise requested, may leave messages on the appropriate voice mail or answering service regarding appointments. Please advise us if you do not wish to receive such communications, and we will not use or disclose your information for such purposes. If you wish not to receive this kind of communication, you must advise us in writing at our Contact address given above.

15. **We may not** use or disclose information about you for any other purpose without your written authorization.

What Legal Rights Do You Have In Connection With Your Information?

The Law entitles you to:

1. Ask us to further restrict our use and disclosure of information about you. While we will attempt to accommodate reasonable requests, we are not required to grant such requests, but if we do we must make sure the restrictions are implemented.
2. Receive confidential communications from us, at an alternative address you provide to us.
3. Review our records of your information, unless it would be clinically counterproductive or harmful to you for us to make such disclosures regarding mental health services you receive from us.¹
4. Obtain a copy of all or any part of our records of your information, subject to the same limitations of #3 above.²
5. Ask us to amend your records, if you believe that they are incorrect or incomplete. We are not required to make such an amendment. If you request an amendment and we determine we will not make it, you are entitled to have a statement of your disagreement included in your records. If you do include a statement of disagreement in your records, we may include a statement of explanation or response in your records as well.
6. Obtain an accounting of all persons to which we have disclosed information about you, for any purpose except your treatment, payment for your treatment, or our health care operations.
7. If you believe we have violated your privacy rights, you may forward us a written complaint to our Contact address given above. You may also file a complaint with the Secretary of the United States Department of Health and Human Services. If you do file a complaint we are legally prohibited from retaliating against you.

¹ In order to determine the applicability of this limitation, a record review by the mental health provider is required. There is an associated professional fee of \$25 for the estimated time it will take to complete the review.

² There is an associated copying and processing fee determined by state law. Fees are subject to change without notice.