

FOX VALLEY WOMEN'S HEALTHCARE

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

You may request a copy of this notice at any time.

OUR LEGAL DUTY

Fox Valley Women's Healthcare is required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this notice while it is in effect. This notice takes effect on April 14, 2003, and will remain in effect until it is replaced.

Fox Valley Women's Healthcare reserves the right to change our privacy practices and the terms of this notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this notice and make the new notice available upon request.

USES & DISCLOSURES OF HEALTH INFORMATION

Fox Valley Women's Healthcare may use and/or disclose health information about you for treatment, payment and healthcare operations as follows:

We may use or disclose your health information to a physician or other healthcare provider providing treatment to you or to obtain payment for services we provide to you. We may also disclose health information in connection with our healthcare operations. These include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities. We may use or disclose your health information to provide you with appointment reminders or call you with results (voice mail messages, postcards, or letters).

Authorization

In addition to our use of your health information for the above mentioned, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you gave us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described above in this notice.

Family and Friends

Fox Valley Women's Healthcare may disclose your health information to a family member or friend to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

Persons Involved in Care

Fox Valley Women's Healthcare may use or disclose health information to notify, or assist in the notification of a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

Abuse or Neglect

Fox Valley Women's Healthcare may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

National Security

Fox Valley Women's Healthcare may disclose your health information to Armed Forces personnel under certain circumstances. We may disclose to authorize federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

FOX VALLEY WOMEN'S HEALTHCARE

PATIENT RIGHTS

You have the right to look at or receive copies of your health information if requested in writing and to obtain a list of instances in which we disclosed your health information for purposes, other than treatment, payment, healthcare operations and other activity for the last 6 years, however not prior to April 14, 2003.

You may place restrictions on our use or disclosure of your health information. Fox Valley Women's Healthcare is not required to agree to these additional restrictions, as we abide by our own.

You have the right to request that Fox Valley Women's Healthcare communicate with you about your health information by alternative means or to alternative locations, if requested in writing. Your request must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location you request.

Amendment

You have the right to request that we amend your health information. Your request must be in writing and it must explain why you're requesting the amendment. Fox Valley Women's Healthcare may deny your request under certain circumstances, which would be explained to you.

QUESTIONS OR COMPLAINTS

If you are requiring more information or have questions regarding our privacy practices please contact us at fvwh@fvwh.com or call the office at 847-741-7990.

If you have a concern that we may have violated your rights, please communicate this with us. If this is not sufficient, you may contact the US Department of Health and Human Services.

Fox Valley Women's Healthcare supports your right to the privacy of your health information.

Contact Officer: Charlene
901 Center Street, Suite 102
Elgin, IL 60120

Phone: 847-741-7990

Fax: 847-741-8099

E-mail: fvwh@fvwh.com