

Mary Catherine's Notice of Privacy Practices
Effective April 14th 2003

THIS NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED/ DISCLOSED. PLEASE REVIEW IT CAREFULLY!

Understanding the information in your health record:

Your physician/ other health care provider has referred you to Mary Catherine's to provide services/ supplies appropriate for your condition. Once Mary Catherine's receives a referral from your physician/ other health care provider, Mary Catherine's creates a medical record containing information concerning you and the services/ supplies provided by Mary Catherine's. Normally, this record contains your name, address, phone number and condition. In time, this record may contain information regarding the services/ supplies provided by Mary Catherine's and other medical information. This information, often referred to as your health/ medical record, serves as a:

- Starting point for providing services/ supplies as prescribed by your doctor.
- Legal document describing the services/ supplies that you received.
- Documentation so you or a third-party can verify that services/ supplies were actually provided.
- A source of information for Mary Catherine's to provide you with further information concerning services/ supplies that Mary Catherine's believes may be applicable to you.
- A tool with which we can assess and continually work to improve the services we provide and the final result we achieve.

Understanding what is in your record and how your health information is used to help you:

- Make sure all of the information is correct.
- Better understand who, what, where, when and why others may see your health information.
- Make more up to date decisions when allowing others to see your record.

Our Responsibilities: Mary Catherine's is required to:

- Keep the privacy of your health information.
- Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you.
- Abide by the terms of this notice.
- Accommodate reasonable requests you may have to communicate health information by other means/other locations.
- Notify you if we are unable to agree to a requested restriction.

We will not use or disclose your health information without your permission, except as described in this notice. Examples of Disclosure for Treatment, Payment and Health Operations:

Treatment: Mary Catherine's may use your health information to provide you with medical treatment, services and supplies. For example, all information obtained by Mary Catherine's employees will be recorded in your record and used to decide the services/supplies that should work best for you. Mary Catherine's will document in your record all communications with you as well as with your doctor/his or her staff, actions they took and their observations. We will provide your doctor/other health care providers/suppliers involved in your medical treatment with information requested from your medical records.

Payment: Mary Catherine's may use and disclose your health information to others for the purpose of receiving payment of supplies/services that you received. For example, a bill may be sent to your health plan or to a business associate of the health plan for processing claims. The information on or accompanying the bill may include information that identifies you, as well as your condition.

Required by Law: Mary Catherine's may use/ disclose information about you as required by law. For example:

- To a government authority relating to victims or abuse, neglect or domestic violence.
- For judicial and administrative proceedings when approved rules have been followed to protect the privacy of information.
- For approved law enforcement purposes as set forth in the Privacy Rule.

Mary Catherine's reserves the right to change its information practices and to make the new provisions effective for all protected health information it maintains. Revised notices will be made available to you by mail to the address you've supplied us. All references to the Privacy Rule are the 45 CFR Parts 160 and 164

Contact Information:

Marjorie Riedel (Owner)
10002 Aurora Ave North Ste.12
Seattle, WA 98133
(206)322-1128

Signature of Patient

Date: _____