

PATIENT PRIVACY POLICY

The office of: North Shore Diabetes & Endocrine Associates is fully committed to compliance with the HIPAA rules. We will:

- A. Provide appropriate security for our patient records
- B. Protect the privacy of our patients' medical information
- C. Provide our patients with access to their medical records
- D. Maintain our patient information and billing processes in a fashion that complies with federal laws and guidelines.

All of our physicians, managers and employees undergo training so that they understand and comply with government rules regarding HIPAA. Emphasis is placed on the "Patient Privacy Rule."

It is our policy to determine appropriate uses of PHI in accordance with the governmental rules, laws and regulations. We take steps to ensure that this practice does not contribute to the problem of improper disclosure of PHI. We have implemented a Compliance Program that will assist us in preventing inappropriate use of PHI.

It is our policy 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 protecting your PHI. If you have any concerns or questions regarding the services you receive from this practice, or any questions regarding charges to you by this practice, we encourage you to call and ask to speak with our Compliance Officer.