

# FAGADAU & HAWK MD, LLP

## SUMMARY OF PRIVACY PRACTICES

This summary of our privacy practices contains a condensed version of our Notice of Privacy Practices. Our full-length Notice follows this summary.

Creation Date: April 7, 2003  
Date of Last Revision: October 2011  
Effective Date: November 2011

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.

We understand that your medical information is **private and by law, we are required to protect the privacy of your health information. As your health care provider, we create a medical record that includes your health status and documentation of any and all treatment, services and/or items that you receive under our care.**

How will we use or disclose your information? Here are a few examples (for more details please refer to the Notice of Privacy Practices that follows this summary):

- For medical treatment
- To obtain payment for our services
- In emergency situations
- For appointment and patient recall reminders
- To run our Practice more efficiently and ensure all our patients receive quality care
- For research
- To avert a serious threat to health or safety
- For organ and tissue donation
- For workers' compensation programs
- In response to certain requests arising out of lawsuits or other disputes

If you believe your privacy rights have been violated, you may file a complaint with Fagadau & Hawk MD, LLP or with the Secretary of the Department of Health and Human Services. To file a complaint with Fagadau & Hawk MD, LLP, contact our office **in writing at 6131 Luther Lane, Suite 216, Dallas, TX 75225.** *You will not be penalized for filing a complaint.*

You have certain rights regarding the information we maintain about you. These rights include:

- The right to inspect and copy
- The right to amend
- The right to an accounting of disclosures
- The right to request restrictions
- The right to a paper copy of this notice
- The right to request confidential communications

For more information about these rights, please ask for the detailed Notice of Privacy.