

**NOTICE OF HEALTH INFORMATION PRIVACY PRACTICES
EFFECTIVE APRIL 14, 2003**

**Please review this notice carefully. If you have any questions or concerns, please contact
CPI Physicians at (518) 459-1800**

OUR PLEDGE REGARDING YOUR HEALTH INFORMATION

At CPI Physicians, PC the privacy of your health information is important to us. We understand that health information about you is personal, therefore, we are committed to keeping all records confidential. This is a foundation of providing you with quality care that is also in compliance with the Health Insurance Portability & Accountability Act (HIPAA).

Under the privacy and security provisions of HIPAA, CPI Physicians, PC is required to:

- Make sure that health information that identifies you is kept private.
- Make available this notice of our legal duties and privacy practices with respect to health information about you; and
- * Follow the terms of the notice that is currently in effect.

HOW WE DISCLOSE HEALTH INFORMATION ABOUT YOU

The following categories describe different ways that we may use or disclose health information about you. Unless otherwise noted, each of these uses and disclosures may be made without your consent or authorization. However, unless we ask for a separate authorization, all of the ways we are permitted to use the disclosure information will fall within one of these categories.

Use And Disclosures Requiring A Consent: Except where we must disclose health information about you because disclosure is necessary to provide service to you or is required by law, we will disclose information about you even when your specific written authorization is not required, only pursuant to your written consent.

For Treatment: We may disclose health information about you to provide you with healthcare treatment and services. We may disclose this information to all who are involved in your treatment such as doctors, nurses and healthcare personnel.

For Payment: We may disclose health information about you to your insurance company, a state Medicaid agency or third party for billing purposes. This is only when medical records are asked for by these places in order for us to receive payment for services that were provided to you.

For Healthcare Operations: We may use and disclose health information about you for operations of our practice. These uses and disclosures are necessary to run our practice and make sure that all of our patients receive quality care. For example; we may use health information to review our treatment and services to evaluate the performance of our staff in caring for you. We may also combine health information about patients to decide what additional services we should offer, what services are needed and whether new treatments are effective.

As Required By Law: We will use and disclose health information about you when required to do so by federal, state or local law.