

Colorado Center for Digestive Disorders has a shared waiting area for patients and family members. You have the right to request that your name or the name of your family members not be announced in the waiting area. Such requests can be made with the Colorado Center for Digestive Disorders receptionist and will be communicated to other Colorado Center for Digestive Disorders personnel.

6. Copies of the Colorado Center for Digestive Disorders Privacy Statement

You have the right to request a paper copy of this privacy statement from the Colorado Center for Digestive Disorders business office.

***To exercise any of your rights, please obtain the required forms from the Colorado Center for Digestive Disorders Business Office Manager.**

Changes to the Colorado Center for Digestive Disorders Privacy Statement

Colorado Center for Digestive Disorders reserves the right to revise or modify this privacy statement from time to time. Any revisions or modifications will be effective immediately upon posting. The revisions or modifications will be effective for healthcare information we currently have about you and also any information we receive in the future. The current Colorado Center for Digestive Disorders privacy statement will be posted in the Colorado Center for Digestive Disorders waiting area and include the effective date. In addition, each time you are admitted for care at Colorado Center for Digestive Disorders you will be offered a copy of the current Colorado Center for Digestive Disorders privacy statement.

Complaints or Grievances

If you believe your privacy rights have been violated, you may file a complaint with the Colorado Center for Digestive Disorders Business Office Manager or Facility Administrator. Written complaints may also be submitted to the Colorado Department of Health and Human Services. All complaints must be submitted in writing. Submitting a complaint or concern will not affect your care at Colorado Center for Digestive Disorders in any way.

Our Pledge To You

The Colorado Center for Digestive Disorders is committed to protecting your privacy and your personal healthcare information because we understand that your medical care and all information related to your care are very personal.

Sincerely,

Jonathan E. Jensen, M.D., F.A.C.P.

Stephen E. Steinberg, M.D., F.A.C.P., F.A.C.G.

Edward L. Marino, PA/C

Jonathan E. Jensen, M.D., F.A.C.P.

Dr. Jensen is the founder of Colorado Center for Digestive Disorders. He is Board Certified in both Internal Medicine and Gastroenterology. He trained at Yale University in New Haven, CT in Gastroenterology and Hepatology. In 1994, he became a Fellow of the American College of Physicians. Dr. Jensen currently is an Assistant Professor of Clinical Medicine at University Health Sciences Center in Denver, Colorado.

Stephen E. Steinberg, M.D., F.A.C.P., F.A.C.G.

Stephen Steinberg is board certified in Internal Medicine, Hematology, Oncology and Gastroenterology. Dr. Steinberg has been involved with Diagnostic and Therapeutic Endoscopy for many years. He is the former Director of Therapeutic Endoscopy at University of Colorado Health Sciences Center in Denver, Colorado.



Colorado Center for Digestive Disorders

303.776.6115

303.776.4318 Fax

www.GastroMD.com

2030 Mountain View Ave., Ste. 300
Longmont, Colorado 80501

Jonathan E. Jensen, M.D., F.A.C.P.

Stephen E. Steinberg, M.D., F.A.C.P., F.A.C.G.

Colorado Center for Digestive Disorders

The Colorado Center for Digestive Disorders is committed to protecting personal healthcare information in accordance with The Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Effective Date: April 1, 2003

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.

This privacy statement is an outline of Colorado Center for Digestive Disorders privacy practices pertaining to healthcare information and shall remain publicly posted as required by law. If you have any questions regarding this information please contact the Colorado Center for Digestive Disorders Business Office Manager at 303-776-6115.

Understanding Your Health Information

Each time you have a procedure at the Colorado Center for Digestive Disorders, a medical record of your care is made. Typically this record contains your personal information, insurance information, diagnosis and treatment. This information serves as a:

¥ Legal document describing the care you received at

Colorado Center for Digestive Disorders,

¥ Means by which you or a third-party payer can verify that services billed were actually provided,

¥ A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve,

¥ A source for public health officials charged with improving the health of this state and nation.

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy, better understand who, what, where, and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

How Colorado Center for Digestive Disorders may use and disclose Healthcare Information.

1. Treatment

Colorado Center for Digestive Disorders may use and disclose your health information in order to provide quality treatment and services to you. We may disclose health information about you to doctors, nurses, technicians, and/or other personnel directly involved in your care. We may also provide your physician or subsequent healthcare provider with copies of your medical records in order for your continued treatment once you are discharged from the Colorado Center for Digestive Disorders.

2. Financial Information

Colorado Center for Digestive Disorders may use and disclose health information pertaining to your care in order to bill and collect payment from you, your insurance provider and/or a third party payer. Such information may include your identity, diagnosis, procedures performed and/or supplies used for your care.

3. Health Care Operations

Members of the Colorado Center for Digestive Disorders medical staff, Colorado Center for Digestive Disorders Quality Improvement Committee, accreditation committees and state licensure agencies may use health information in your Colorado Center for Digestive Disorders medical record to assess the care and outcomes related to your care. This information may be used to continually improve the quality of care for all patients we serve. Colorado Center for Digestive Disorders doctors, nurses, and other healthcare providers may use the information for educational purposes. All personal information that identifies you may be removed in order to protect your privacy.

4. Business Associates

Colorado Center for Digestive Disorders may also use and disclose health information to business associates we have contracted with to perform services related to your care, such as, laboratory personnel, radiology personnel, medical equipment and supply companies and/or medical billing and collection services. To protect your healthcare information all business associates affiliated with Colorado Center for Digestive Disorders are required to sign a Business Associate Agreement .

5. Individuals involved in your treatment or care

Colorado Center for Digestive Disorders may use or disclose health information about you to a friend, family member, caregiver, or language translator who may be directly involved in your medical care or have financial responsibility for your care.

6. Affiliated Healthcare Entities

Protected healthcare information will be made available to hospital personnel as necessary to carry out treatment, payment and other services related to your care. For information on hospital privacy policies, you will need to contact a hospital privacy officer.

7. Other Entities

As required by law, Colorado Center for Digestive Disorders may also use and disclose health information without your written authorization for the following types of entities, including but not limited to:

- ✘ Food and Drug Administration
- ✘ Public Health or Legal Authorities charged with preventing or controlling disease, injury or disability
- ✘ Correctional Institutions
- ✘ Workers Compensation Agencies
- ✘ Organ and Tissue Donation Organizations
- ✘ Military Command Authorities
- ✘ Health Oversight Agencies
- ✘ Funeral Directors, Coroners and Medical Directors
- ✘ National Security And Intelligence Agencies
- ✘ Protective Services

Law Enforcement / Legal Proceedings: We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

8. Research

Colorado Center for Digestive Disorders may disclose your health information to an approved research organization if you are a participant in a medical research program and have signed the necessary informed consents with your doctor and the research organization.

9. Other uses of Health Information

Other uses and disclosures of health information not covered by this statement or the laws that pertain to protected healthcare information shall be made only with your written permission. If you provide permission for Colorado Center for Digestive Disorders to use or disclose your health information, you may revoke that permission in writing at any time. If you revoke your permission, we will no longer use or disclose your health information for the reasons covered by your original written authorization. You understand that we are unable to take back any disclosures already made with your permission, and that we are required to retain our records of the care provided to you at the Colorado Center for Digestive Disorders.

10. Colorado Center for Digestive Disorders Waiting Areas

Colorado Center for Digestive Disorders waiting areas are shared with other patients and family members. Your name will be called when it is time for your appointment or when you will be able to visit your family member or friend. If you object to having your name announced in the waiting area, please notify the receptionist. In order to protect the privacy of all patients we try to limit one visitor at a time for each patient. Exceptions are made for children or patients with special needs.

Your Health Information Rights

Although your healthcare record is the physical property of the Colorado Center for Digestive Disorders, you have the right to:

1. Inspect and Copy

You have the right to inspect and obtain a copy of your personal health information and medical records related to your care at Colorado Center for Digestive Disorders. Your request to inspect and copy your medical records may be denied in certain limited circumstances. If you are denied access to your health information, you may request the denial be reviewed by the Colorado Center for Digestive Disorders Facility Administrator or Medical Director.

2. Amend your Medical Record

If you feel that your health information is incorrect or incomplete, you may ask to have the information amended. The facility administrator or your healthcare provider may deny requests for medical record amendments. The reason for denial will be discussed with you by the Colorado Center for Digestive Disorders Facility Administrator or Colorado Center for Digestive Disorders Medical Director.

3. An Accounting of Disclosures

You have the right to request an accounting of disclosures. This is a list of the disclosures made by Colorado Center for Digestive Disorders of your health information for purposes other than treatment, payment or health care operations where authorization was not required.

4. Request Restrictions

You have the right to request restrictions or limitations on the health information the Colorado Center for Digestive Disorders uses or discloses related to your care, payment or health care operations. You also have the right to restrict or limit health care information that we may disclose to someone who is directly involved in your care or the payment for your care. Colorado Center for Digestive Disorders will comply with any such agreement providing the agreement does not adversely interfere with your medical care.

5. Confidential Communications

Colorado Center for Digestive Disorders personnel may leave general information regarding your care or appointment on a telephone answering machine, at the number provided to Colorado Center for Digestive Disorders by you or your doctor's office, or with family members directly involved in your care. You have the right to request that Colorado Center for Digestive Disorders personnel not leave such messages on a machine or with a family member. If a confidentiality request is made, it will be necessary to provide Colorado Center for Digestive Disorders personnel with an alternative means of communication in order for Colorado Center for Digestive Disorders to provide your care or obtain payment for your care.