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NOTICE OF PRIVACY PRACTICES

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.

Our commitment here at The Center for Plastic & Reconstructive Surgery, is to serve our clients with professionalism and caring, being sure at all times to protect the privacy and security of all Protected Health Information.

During the course of serving your interests, it may be necessary to share information with other Health Care Providers or Business Associates. The following are examples of instances where information may be shared.

- During treatment, we may find it necessary to acquire a laboratory analysis.
- For payment purposes, we may use the services of a billing service.
- During health care operations, we may need a second opinion; we may use the services of a transcriptionist.

We here at The Center for Plastic & Reconstructive Surgery, are committed to obeying the Federal, State, and Local laws and regulations regarding Privacy Practices. If any other uses or disclosures other than the ones listed above are needed, information will only be released with the written authorization of the individual in question. This written authorization may be revoked at any time by the individual, as provided by law.

If you have any questions or comments regarding your Protected Health Information, feel free to contact our compliance Officer at 847.577.6400.

I have read and understand the Notice of Privacy Practices.

Print: _____

Signed: _____ **Date:** _____