

- ◊ *If we refer you to another facility or provider we may provide them with your insurance information to expedite your registration and assure that they are participants in your insurance plan.*

C. For Health Care Operations: We may use or disclose protected health information about you in order to evaluate our care for you or to meet a business need of the organization. These activities include quality assessment activities, employee review activities, training students, compliance audits by your insurance carrier, and conducting or arranging for other business activities.

For example:

- ◊ *We may use information about you to evaluate the performance of our staff in caring for you.*
- ◊ *We may use your information to evaluate our efficiency.*
- ◊ *We may use your information to evaluate and respond to a patient complaint.*
- ◊ *We may share your health information with students or residents who are learning to care for patients.*

We may also use or disclose protected health information to our Business Associates in the performance of health care operations. A Business Associate is an entity or person engaged by this organization to perform a business activity on behalf of the organization. Our Business Associates are obligated by contract to protect health information they receive or generate about you.

For example:

- ◊ *We may provide information to our transcription service so that they can produce a written copy of your encounter in our office.*
- ◊ *We may provide information to our accountant in order to prepare our organization's financial reports.*
- ◊ *We may share information with qualified consultants in order for them to provide business management advice.*

D. Other Contact Situations:

- ◊ We may use your information to call and remind you of an appointment in our office.
- ◊ We may tell you about or recommend possible treatment options or alternatives that may be of interest to you.
- ◊ We may tell you about health-related products or services that may be of interest to you.

E. Special Situations:

Emergencies: We may use or disclose protected health information in the case of a medical emergency.

Required by Law: We may use or disclose your protected health information if the disclosure is required by law.

Public Health: We may disclose protected health information about you for public health activities. These activities generally include the following:

- ◊ To prevent or control disease, injury or disability
- ◊ To report births or deaths
- ◊ To report child abuse or neglect
- ◊ To report reactions to medications or problems with products
- ◊ To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition
- ◊ To notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

Health Oversight: We may disclose protected health information to health oversight agencies that oversee our activities. These activities may include audits, investigations and inspections and are necessary for the government to monitor the health care system, government programs and compliance with civil rights laws.

Lawsuits or Disputes: If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. Subject to legal requirements, we may also disclose medical information about you in response to a subpoena.

Law Enforcement: We may disclose protected health information, so long as all applicable legal requirements are met, for law enforcement purposes.

Coroners, Medical Directors and Funeral Directors: We may disclose protected health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release information about patients to funeral directors as necessary to carry out their duties.

Workers Compensation: We may disclose medical information about you for programs that provide benefits for work-related injuries or illness.

Military Activities, National Security and Intelligence Activities: If you are a member of the armed forces, or part of the national security or intelligence communities, we may be required by military command or other