

Basin Audiology Privacy Promise

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 do not sell information about you.

We do not share your information with anyone else for marketing purposes.

We use your personal information only to help transact the business you have with us.

Privacy Notice To Our Customers

As our customer we are committed to protecting medical information about you. You are receiving this notice because you have a right to understand how we protect the privacy of the personal information that you share with us when we transact your business. We believe that your knowledge of our privacy principles and practices will confirm the trust you have placed in us.

What Personal Information Do We Collect?

The types of information that we may collect include:

- Information that you provide at registration. For example, name, address, social security number, date-of-birth, medical insurance provider.
- Information that we receive from other sources such as health insurance companies.
- Information to verify employment or income.
- Medical or health information that you authorize us to receive from doctors or other health care service providers.

Most of the personal information that we collect is obtained directly from you. We collect personal information necessary only to service and administer your business with us.

How Do We Use and Disclose Your Information

The primary use of your information is to verify your identity in the course of transactions that we perform at your request. In addition, we use your information to process claims, and service your accounts with us. Information may be disclosed to other entities that provide business services to us related to our transactions with you. Before we disclose your information, these entities must agree to maintain the privacy of your information. If necessary, we disclose information when it is required by law. We may also disclose certain information to other entities to help us report or prevent fraud.

How Do We Protect the Security of Your Information?

We have established policies to maintain physical, electronic, and procedural safeguards to protect the confidentiality of your personal information. Access to personal information is available only to those individuals who need to know that information in order to service your business transaction. Should your business relationship with us end, we will continue to follow the privacy policies described in this notice to the extent that we retain information about you. If we no longer need to retain that information, we will dispose of it in a secure manner.

Your Rights Regarding Health Information About You

You have the right to inspect and copy medical information that may be used to make decisions about your care. To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to: Records Department Basin Audiology 2578 Daggett Ave, Klamath Falls OR 97601. If you request a copy of the information, we may charge a reasonable fee for the costs of copying, mailing or other supplies associated with your request. You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice. You may obtain a copy of this Notice at our website, www.hearingoffice.com.

You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. To request confidential communications, you must make your request in writing to: Privacy Office Basin Audiology 2578 Daggett Ave., Klamath Falls OR 97601. We will ask you the reason for your request. You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. We are not required by federal regulation to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment. To request restrictions, you must make your request in writing to: Privacy Officer Basin Audiology 2578 Daggett Ave., Klamath Falls OR 97601.

Changes To This Notice

We reserve the right to change this Notice. We reserve the right to make the revised or changed Notice effective for medical information we already have about you as well as any information we receive in the future. We will have a copy of the current Notice at Basin Audiology. In addition, the next time you are seen in our office we will offer you a copy of the current Notice in effect.

Effective date 7/25/2003

Basin Audiology Privacy Promise

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 do not sell information about you.

We do not share your information with anyone else for marketing purposes.

We use your personal information only to help transact the business you have with us.

Privacy Notice To Our Customers

As our customer we are committed to protecting medical information about you. You are receiving this notice because you have a right to understand how we protect the privacy of the personal information that you share with us when we transact your business. We believe that your knowledge of our privacy principles and practices will confirm the trust you have placed in us.

What Personal Information Do We Collect?

The types of information that we may collect include:

- Information that you provide at registration. For example, name, address, social security number, date-of-birth, medical insurance provider.
- Information that we receive from other sources such as health insurance companies.
- Information to verify employment or income.
- Medical or health information that you authorize us to receive from doctors or other health care service providers.

Most of the personal information that we collect is obtained directly from you. We collect personal information necessary only to service and administer your business with us.

How Do We Use and Disclose Your Information

The primary use of your information is to verify your identity in the course of transactions that we perform at your request. In addition, we use your information to process claims, and service your accounts with us. Information may be disclosed to other entities that provide business services to us related to our transactions with you. Before we disclose your information, these entities must agree to maintain the privacy of your information. If necessary, we disclose information when it is required by law. We may also disclose certain information to other entities to help us report or prevent fraud.

How Do We Protect the Security of Your Information?

We have established policies to maintain physical, electronic, and procedural safeguards to protect the confidentiality of your personal information. Access to personal information is available only to those individuals who need to know that information in order to service your business transaction. Should your business relationship with us end, we will continue to follow the privacy policies described in this notice to the extent that we retain information about you. If we no longer need to retain that information, we will dispose of it in a secure manner.

Your Rights Regarding Health Information About You

You have the right to inspect and copy medical information that may be used to make decisions about your care. To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to: Records Department Basin Audiology 2578 Daggett Ave, Klamath Falls OR 97601. If you request a copy of the information, we may charge a reasonable fee for the costs of copying, mailing or other supplies associated with your request. You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice. You may obtain a copy of this Notice at our website, www.hearingoffice.com.

You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. To request confidential communications, you must make your request in writing to: Privacy Office Basin Audiology 2578 Daggett Ave., Klamath Falls OR 97601. We will ask you the reason for your request. You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. We are not required by federal regulation to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment. To request restrictions, you must make your request in writing to: Privacy Officer Basin Audiology 2578 Daggett Ave., Klamath Falls OR 97601.

Changes To This Notice

We reserve the right to change this Notice. We reserve the right to make the revised or changed Notice effective for medical information we already have about you as well as any information we receive in the future. We will have a copy of the current Notice at Basin Audiology. In addition, the next time you are seen in our office we will offer you a copy of the current Notice in effect.

*Effective date 7/25/2003
Last Updated: 3/4/2010*