

YOUR PRIVACY MATTERS

A Quick Guide to How Trusted Doctors Protects Your Health Information

This is a summary. Our full Notice of Privacy Practices has all the details and is available at the front desk, on our division websites, or by request.

Our Promise to You

We are required by federal and state law to protect your Protected Health Information (PHI). We will only use or share your information for the reasons described below or with your written permission. Where state law is stricter than federal law, we follow the stricter rule.

How We Use Your Information	Your Rights
Without your authorization, we may use it to: • Provide and coordinate your care (Treatment) • Bill your insurance and collect Payment • Run our practice (quality, training, scheduling) • Remind you of appointments and share test results • Share with family or caregivers involved in your care, unless you object • Meet legal requirements (public health, court orders, abuse reporting, law enforcement) • Participate in Health Information Exchanges like CRISP, you can opt out	You always have the right to: • See or get a copy of your records (usually within 30 days) • Ask us to correct information that is wrong or incomplete • Get a list of certain disclosures we have made • Ask us to limit what we share, including with your insurer if you paid out-of-pocket • Ask us to contact you a specific way (e.g., a particular phone or address) • Name a personal representative to act on your behalf • Get a paper copy of any notice at any time • Be notified if your information is breached • File a complaint without retaliation
We Always Need Your Written Permission For	Special Protections
We will never use or share your PHI for these without you saying yes in writing: • Most uses of psychotherapy notes • Marketing where we receive payment • Sale of your health information (we don't do this) • Anything else not described in the full Notice	Extra rules protect sensitive information: • Substance use disorder (SUD) records under 42 CFR Part 2 • HIV/AIDS, STI, mental health, reproductive health, and genetic information • State minor-consent laws for certain confidential teen services • Maternal history in a child's pediatric chart • Sensitive adolescent information that may be restricted from passive portal sharing

For Families and Children

Parents and legal guardians generally have access to a minor child's information, unless state law allows the minor to act on their own. For divorced or separated parents, each parent has equal access unless there is a court order to the contrary. A relative or caregiver bringing a child to a visit may receive what is needed for that visit; we prefer written authorization from a parent or guardian.

Have a question or want to make a request?

Contact the Privacy Officer at your Trusted Doctors division, or our corporate Privacy Office:

Trusted Doctors Privacy Office | 703-322-0245 | privacy@tdmso.com | www.trusted-doctors.com

You may also contact the U.S. Department of Health and Human Services, Office for Civil Rights: 1-800-368-1019 | OCRMail@hhs.gov | hhs.gov/ocr