

Privacy Policy

Be aware that under the Health Insurance Portability & Accountability Act of 1996, all information given to this agency is considered confidential and private. You have the right to access your medical records and request amendments to them at any time.

Clinical staff are allowed to review the entire medical record and share information freely with other clinicians directly caring for you. If information is required for purposes other than coordinating care, an acknowledgement and agreement will be required and signed.

Be aware that:

- Confidential information is prohibited to be sent by email unless encrypted.
- Each individual having access to computerized records will be secured by having their own password which is not to be divulged to anyone.
- All computerized records are logged off to the patient information system while not in use.
- Computerized screens with patient information are out of view from the general public.
- Discussions regarding patient care are kept private.
- All paper records no longer needed will be shredded or delivered to a recycling company that will shred them.

Confidential information will be released without authorization in the following instances:

- State health agencies require providers to report when participants have certain communicable diseases.
- The Food & Drug Administration require providers to report certain information about medical devices that malfunction.
- Some states require physicians and other care givers to report to police cases of child abuse or domestic violence.
- Police have the right to request certain information to determine who is a suspect in a criminal investigation.
- The courts have the right to order providers to release patient information.
- Providers must report case of suspicious deaths or suspected crime.

We abide by all privacy rules as required by State and Federal laws.

**If you have any issue or concern which requires immediate action on the part of
RiteChoice Family Services Inc;**

Please Contact:

Dr. Michael Madu, CEO

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Phone: 267-292-2876