

## **Privacy Policy for the Office of Brian J Supple, M.D., FACS**

Brian J. Supple, M.D., F.A.C.S.  
Diplomate of the American Board of Surgery  
Fellow of the American College of Surgeons  
General, Laparoscopic, and Oncologic Surgery  
1000 Newbury Road, Suite 285 Newbury Park, CA 91320  
(805) 499-7971- phone (805) 498-4192- fax

**Purpose of this policy:** We are required by law to maintain the privacy of your medical information and to provide you with notice of our legal duties, privacy practices and your rights with respect to your medical information. The policy is called the Health Insurance Portability and Accountability Act (HIPAA). Medical information includes medical, insurance, and medical payment information such as your diagnosis, medications, or medical payment history that identifies you.

**Who will follow this notice:** This notice pertains to Dr. Supple as well as all office staff.

**Uses and disclosures of information without your authorization:** The following are types of uses and disclosures of medical information that includes medical, insurance, and medical payment information such as your diagnosis, medications, or medical payment history.

**Text Messaging (SMS) and other communications:** Your phone number, email address, or fax numbers will not be shared, sold, rented, or provided to third parties including those for marketing purposes. You may opt-out of text messaging as a means of communication at any time by calling the office or texting "STOP." You may update your information by calling the office.

**Treatment:** We will use and disclose your medical information for treatment. This includes medical information used by nurses, physicians and others who are involved in your care at this office as well as any hospital or surgery center.

**Payment** We will use your medical information for payment purposes. An example would be billing your insurance company; this will include a diagnosis as well as coding for any procedures performed.

**Family and friends** Information regarding your medical care may be provided to family and friends with your permission or where it is in your best interest to supply information on your behalf. An example would be discussing needed care if you are incapacitated due to your condition.

Public health We may provide the information regarding a medical diagnosis, disease, or treatment for the purpose of preventing or controlling disease, injury, or disabilities.

Health oversight activities: We may disclose medical information for any health oversight agencies authorized by law. These include audits, investigations, inspections, and government agencies/programs. Judicial, law enforcement, and administrative proceedings If you are involved in a lawsuit we may disclose medical information about you in response to a court or administrative order.

Workers' Compensation: We may release medical information as required and authorized by law for workers' compensation programs.

Individual rights: You have the right to request a restriction on how we use and disclose medical information for treatment, payment, to certain family members, friends.

Text Messaging and Email Addresses: If you elect to text, email, or fax message the office of Dr. Supple, your phone number, email address, and fax number will not be stored, sold, rented, shared or provided to third parties unless legally mandated.

Complaints: If you have concerns about our privacy practices or believe that your privacy rights have been violated, please file a complaint to Dr. Supple directly at the above address.

Furthermore, a complaint can be made to the US department of Health and Human services. There will be no retaliation for filing a complaint. For more information and summary of the HIPAA Policy Rule, please refer to:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

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