



Roberts Cosmetic Surgery Center

Gregory D. Roberts, MD
3001 North Dallas Parkway, Suite E
Plano, Texas 75093
972-608-0000

Notice of Privacy Practices

Effective Date: April 14, 2003

This notice describes how medical information about you may be used and released. It describes how you can get access to this information. PLEASE REVIEW IT CAREFULLY.

Our Responsibilities:

We are required by law to maintain the privacy of your health information and provide a description of our privacy practices. We will abide by the terms of this notice and notify you if we cannot agree to a requested restriction.

Use and Release of Medical Information

We may use and release your medical information (clinical and billing) for:

- Payment, Treatment, Healthcare Operations
- Business Associates
- Appointment Reminders
- Treatment Alternative Education
- Health-related Benefits of Service
- As required by law to State/Federal Agencies
- Family or friends involved in your care
- Entities assisting in Disaster Relief

Your Health Information Rights

- Although your health record is the physical property of the healthcare provider, you have the Right to:
- Access information
- Request Amendments
- An Accounting of Disclosures
- Request Privacy Restrictions
- Request Alternate Communication
- File Complaints
- Obtain a Detailed Paper Copy of this Notice

Please refer all requests to our Privacy Official.

Complaints

If you believe your privacy rights have been violated you may file a complaint with us by contacting the Privacy Official or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing and you will not be penalized for filing a complaint.

Changes to this Notice

We reserve the right to change this notice and the revised or changed notice will be effective for information we already have about you as well as any information we receive in the future.