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POLICY ON CONFIDENTIALITY FOR
PATIENTS

**KEEPING YOUR
MEDICAL RECORDS
CONFIDENTIAL**

At this office we are committed to providing you with high quality health care and to forming a relationship with you built on **trust**. That means respecting your **privacy** and **confidentiality** of your medical information. We protect your privacy and confidentiality rights by creating and putting into practice policies and procedures that allow access to your personal medical information only for purposes related to your medical care.

YOUR MEDICAL RECORD

As we provide health care, we are required to maintain a complete copy of your medical history, current condition, treatment plan and all treatment given, including the results of all tests, procedures and therapies. Whether this information is stored in writing, on a computer, or other means, we will keep this information in a safe and secure way that protects your privacy and confidentiality. Of course, the physician and other health care professionals who are involved in your care need to access this information in order to provide appropriate treatment for you.

YOUR MEDICAL INFORMATION IS PRIVATE AND CONFIDENTIAL

You, or anyone to whom you give permission, or your legal representative, have the right to read or get a copy of your medical information. Your record is the physical property of this physicians practice.

HOW DO WE ASSURE YOUR PRIVACY?

This office has put in place detailed policies regarding access to medical records and has carefully outline the circumstances under which your medical information may be released to parties outside of the physician practice. These policies conform with state and federal law and are designed to safeguard your privacy. A violation of confidentiality or the failure of an employee to protect your information from accidental or unauthorized access will not be tolerated.

WE ASK FOR YOUR PERMISSION

We do not allow others outside this office to access your medical information unless we have appropriate authorization to do so. We will request your authorization to release information at your first visit. Some laws prevent certain types of patient information from being released without specific patient permission. Examples include, but are not limited to:

- Communication between patient and psychotherapist or social worker
- Sexually transmitted disease test results or visit notes
- HIV tests and related information
- Substance abuse rehabilitation treatment records
- Sexual assault treatment records

Please note, however that the law requires some information to be disclosed in certain circumstances. This includes mandatory reports of abuse of children or elderly or disabled persons.

Medical records are sometimes used for reasons other than patient care. Records are periodically reviewed to evaluate the quality of care, or to be sure that we follow the rules of regulatory agencies such as Medicare, Department of Public Health. **Anyone** reviewing records must follow the same confidentiality laws and rules required of all health care providers.

IF YOU HAVE QUESTIONS:

If you have questions about the privacy of your medical records, please speak with your physician or a member of this office. We will be happy to help you.