



HIPAA Privacy Policy

Purpose

This Privacy Policy describes how our clinic protects and uses your personal health information (PHI) in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Even though we do not participate in insurance programs or receive federal funds, we are committed to maintaining the confidentiality and security of your health information.

1. Information We Collect

We collect information necessary to provide medical care, including:

- Medical history, diagnoses, treatments, and test results
- Demographic information (such as name, date of birth, and contact information)
- Payment information for services rendered

2. How We Use and Disclose Your Information

We may use or disclose your PHI for the following purposes:

- **Treatment:** To provide, coordinate, or manage your medical care.
- **Payment:** To process payments for services you receive directly from us.
- **Healthcare Operations:** For administrative, quality assurance, and internal recordkeeping purposes.

We do **not** share, sell, or disclose your information to third parties without your written authorization, except as required by law (for example, reporting certain communicable diseases, suspected abuse, or threats to public safety).

3. Your Rights

You have the right to:

- Access and request a copy of your medical records
- Request corrections to your records if you believe they are inaccurate
- Request restrictions on how we use or disclose your information
- Request confidential communications (for example, by mail instead of phone)
- Receive an accounting of disclosures made without your authorization
- Withdraw your consent to share information, except when required by law

Requests to exercise these rights must be made in writing.

4. Data Protection

We maintain physical, electronic, and administrative safeguards to protect your PHI against unauthorized access, disclosure, alteration, or destruction. Staff are trained in privacy practices and required to uphold patient confidentiality.

5. Changes to This Policy

We reserve the right to modify this Privacy Policy at any time. Any updates will be posted in our office and available upon request.

6. Complaints

If you believe your privacy rights have been violated, you may file a complaint with our Privacy Officer at (903) 983-0081. You will not be penalized for filing a complaint.

Privacy Officer: Cristi Langley
Contact: email: kilgorequickcare@gmail.com

(903) 983-0081