

DALLAS ASTHMA & ALLERGY CENTER

Privacy Notice

This notice describes how your medical information may be used and disclosed and how you may obtain access to your information. Please review this notice carefully and retain this copy for your personal records.

1. **How we may use and disclose your medical information:** Our office uses your medical information for your treatment, reimbursement for your treatment, and administrative purposes within our office. When necessary, your information may be shared with you, your designated contacts, other healthcare providers to whom you are referred, your pharmacy, or your insurance company. Any other use will require your written authorization prior to any disclosure and can be revoked at any time.
2. **Your rights:** You have the right to review or request copies of your medical records. You have the right to request a list of disclosures of your medical information. If you believe that your medical information is incorrect or incomplete, you have the right to request that we correct the existing information or add missing information.
3. **Our legal duty:** We are required by law to protect the privacy of your medical information, provide this notice about our privacy practices, follow the described privacy practices, and seek your acknowledgement of receipt of this notice. We may change our privacy policies at any time. Before we make any significant change in our policies, we will change our notice and post the new notice in the waiting room. You may request a copy of our notice at any time.
4. **Privacy complaints:** If you have any complaints about our office policies and procedures or feel that we are not complying accordingly, you may call or write the office stating your complaint. The office manager/privacy officer will ensure that your physician reviews your complaint and that you receive an explanation of our actions or other reasonable response to meet your needs. You may also send a written complaint to the U.S. Department of Health and Human Services.