



GUARDIAN PRIMARY CARE
EMPOWERED IN CARE, EXCELLENCE IN HEALTH

Patient Rights and Guardian Primary Care HIPAA Notice of Privacy Practices

At **Guardian Primary Care**, protecting patient privacy and maintaining the confidentiality of health information is a cornerstone of our practice. This privacy policy outlines how we collect, use, and safeguard protected health information (PHI) in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

Collection of Patient Information

We collect PHI for the purpose of providing high-quality healthcare services. Information collected may include, but is not limited to:

- Demographic details (name, date of birth, address, contact information).
 - Medical history, diagnoses, treatment plans, and test results.
 - Payment information, including insurance details and billing records.
 - Information shared with us through secure communications (e.g., patient portal or email).
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Use and Disclosure of PHI

PHI is used or disclosed only for purposes permitted by HIPAA, which include:

1. **Treatment:** Sharing information with other healthcare providers to coordinate care, including referrals to specialists.
2. **Payment:** Communicating with insurance companies to verify coverage, process claims, or determine eligibility for benefits.
3. **Healthcare Operations:** Using data to improve service quality, conduct audits, and ensure compliance with regulatory standards.

Guardian Primary Care strictly adheres to the *minimum necessary rule*, accessing only the amount of information needed to fulfill the intended purpose.

Patient Rights

Patients are entitled to:

- **Access to Records:** Request copies of their medical records.
- **Amendments:** Request corrections to inaccurate or incomplete information.
- **Restrictions:** Limit the sharing of PHI with specific parties.
- **Confidential Communications:** Request that communications be sent to an alternative location or via specific methods.
- **Accounting of Disclosures:** Receive a report detailing instances where their PHI was disclosed outside routine treatment, payment, or operations.

All requests can be submitted to our office, and we will respond in accordance with HIPAA guidelines.

Data Protection Measures

Guardian Primary Care employs robust safeguards to ensure PHI is secure:

- **Administrative Safeguards:** Training staff on HIPAA policies, regular audits, and maintaining updated privacy practices.
 - **Physical Safeguards:** Securing files in locked cabinets and restricting office access to authorized personnel.
 - **Technical Safeguards:** Using encrypted electronic health record (EHR) systems, secure email communications, and multi-factor authentication for patient portal access.
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Third-Party Access

We may collaborate with business associates (e.g., billing services, transcription companies) who require access to PHI to perform essential services. All business

associates are bound by HIPAA regulations and must sign agreements ensuring data protection.

Compliance with HIPAA

HIPAA sets the standard for protecting PHI, and Guardian Primary Care integrates these rules into every aspect of its operations:

- **Privacy Rule Compliance:** Ensuring patients have control over their information while using it responsibly for care delivery.
- **Security Rule Compliance:** Protecting electronic PHI through rigorous cybersecurity measures.
- **Breach Notification Rule Compliance:** Notifying patients promptly in the unlikely event of a breach involving their information.

We routinely assess our policies to stay updated with any changes in federal or state privacy laws.

Marketing and Fundraising Practices

Guardian Primary Care does not sell PHI or use it for marketing without explicit patient consent. Any communication involving health-related products or services will only occur in compliance with HIPAA regulations.

Concerns or Complaints

Patients with questions about our privacy practices or concerns about their PHI may contact our **Privacy Officer** directly. Additionally, patients retain the right to file a complaint with the Office for Civil Rights (OCR) if they believe their privacy rights have been violated.

Contact Information for Privacy Inquiries:

Guardian Primary Care

Privacy Officer: Preston Holifield

Phone: (573)-200-6143

Email: gpcoffice@guardianprimary.com

Address: 2441 Myra Dr, Cape Girardeau, MO 63703

Policy Updates

This policy may be updated periodically to reflect changes in laws or internal practices. We will notify patients of any significant updates through our website and office communications.

By intertwining our privacy policy with HIPAA regulations, Guardian Primary Care ensures every patient's trust, security, and autonomy are respected at every step of their healthcare journey.

At Guardian Primary Care we Maintain Strict Compliance with all Applicable State & Federal Legislation Including HIPAA Regulations. **Full HIPAA Legislative Statute Text can be Found Here**

<https://www.congress.gov/bill/104th-congress/house-bill/3103/text>