



# Mountain Regional Ear Nose & Throat, P.A.

F A C I A L P L A S T I C S U R G E R Y

## NOTICE OF PATIENT INFORMATION PRACTICES

### MOUNTAIN REGIONAL ENT'S LEGAL DUTY

Mountain Regional ENT is required by law to protect the privacy of your personal health information, provide this notice about our information practices, and follow the information practices that are described herein.

### USES AND DISCLOSURES OF HEALTH INFORMATION

Mountain Regional ENT uses your personal health information primarily for treatment; obtaining payment for treatment, conducting internal administrative activities, and evaluating the quality of care that we provide.

Mountain Regional ENT, as required by HIPAA, may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law.

In any other situation, Mountain Regional ENT's policy is to obtain your written authorization before disclosing your personal health information. If you provide us with a written authorization to release your information for any reason, you may later revoke that authorization to stop future disclosures at any time.

Mountain Regional ENT may change its policy at any time. When changes are made, a new Notice of Information Practices will be posted in the waiting room, patient exam areas, and will be provided to you on your next visit. You may also request an updated copy of our Notice of Information Practices at any time.

John P. Pickens, M.D.

*Otolaryngology –  
Head & Neck Surgery,  
Facial Plastic Surgery*

*Diplomate, American Board  
of Otolaryngology –  
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Suite 200

Asheville, NC 28803

Office: (828) 654-9299

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## **PATIENTS INDIVIDUAL RIGHTS**

You have the right to review or obtain a copy of your personal health information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You also have the right to request a list of instances where we have disclosed your personal health information for reasons other than treatment, payment, or other related administrative purposes.

You may also request in writing that we not use or disclose your personal health information for treatment, payment, and administrative purposes except when specially authorized by you, when required by law, or in emergency circumstances. Mountain Regional ENT will consider all such requests on a case-by-case basis, but the practice is not legally required to accept them.

## **CONCERNS AND COMPLAINTS**

If you are concerned that Mountain Regional ENT may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your personal health information, please contact the office manager at the address listed below. You may also send a written complaint to the US Department of Health and Human Services. For further information on Mountain Regional ENT health information practices, or if you have a complaint, please contact:

**MOUNTAIN REGIONAL ENT  
7 WALDEN RIDGE DRIVE, SUITE 200  
ASHEVILLE, NC 28803**

**828-654-9299 (TELEPHONE)  
828-654-9266 (FAX)**