



PATIENT PRIVACY POLICY

We care about your privacy and are committed to protecting your medical information. This Patient Privacy Policy describes how your medical information may be used and disclosed and how you can access this information. Please review it carefully.

Your Rights

- You have the right to a copy of your medical record. We will provide a copy usually within two business days of your request.
- You can request that we correct medical information that you feel is incorrect or incomplete. We may decline your request, but we will explain why in writing within 60 days.
- You can ask us to contact you in a specific way (for example: home or cell phone) or to send mail to a different address. We will comply with all reasonable requests.
- You can request a copy of this policy at any time.
- You can file a complaint with us if you feel we have violated your privacy by contacting us using the contact information below. We will not retaliate against you for filing a complaint.

Your Choices

- Your medical information will be kept confidential. However, you can tell us your choices about whether and what information we share with your family, friends, or others involved in your care.
- If you are incapacitated (e.g. unconscious) and cannot tell us your preference, we may share your information with other healthcare professionals/hospitals if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to your health or safety.
- We will not use your information for marketing purposes without your written permission.

Our Uses and Disclosures

- We can share your medical information with other healthcare professionals who are directly involved in your care. Example: We will share your ultrasound images with our physician for review and interpreting purposes.
- We can use and share your medical information to run our practice, improve your care, and contact you when necessary. We will share information about you if required by applicable state or federal laws such as workers' compensation, law enforcement, and other government requests.
- We can share medical information about you in response to a court or administrative order or in response to a subpoena, if required by law. For uses beyond these, we will ordinarily obtain your written authorization.

Our Responsibilities

- We abide by applicable state and federal laws to maintain the privacy and security of your medical information.
- We will follow all applicable state and federal laws if a breach occurs that may have compromised the privacy or security of your medical information.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

Changes to the Terms of this Patient Privacy Policy

We can change the terms of this policy, which will apply to all the information we have about you. The new policy will be available on request in our office and on our website.

Effective Date of Notice: March 21, 2025

Contact Person: Linda Kisha, BSN, RN

info@firstcarewomen.com 703-330-1300

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| Manassas Center 703-330-1300 | Woodbridge Center 703-670-5322 |
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