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Metropolitan Pain Management Consultants, Inc.

## Notice of Privacy Practices

**Effective Date: February 2, 2003**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

We at MPMC, Inc. understand the importance of privacy and are committed to maintaining the confidentiality of your medical information. We make a record of the medical care we provide and may receive such records from others. We use these records to provide or enable other health care providers to provide quality medical care, to obtain payment for services provided to you as allowed by your health plan and to enable us to meet our professional and legal obligations to operate this medical practice properly. We are required by law to maintain the privacy of protected health information and to provide individuals with notice of our legal duties and privacy practices with respect to protected health information (PHI).

In our lobby, MPMC, Inc. has provided binders with the notice to describe how we may use and disclose your medical information. It also describes your rights and our legal obligations with respect to your medical information. You are entitled to copies of the medical records MPMC produces for your medical care. To receive a copy of you medical records MPMC will charge a clerical cost and duplication fee to include 6.00 per ¼ hour and \$0.25 per copy. These fees will be paid in advance by the patient or patients' responsible party. If you have any questions about this Notice, please contact our Business Manager.