

Pacific Reproductive Services

Notice Of Privacy Practices Summary

This notice is a summary of how your protected health information is used and disclosed and how you can obtain access to this information. A full copy of our [Notice of Privacy Practices](#) is available online or from our Client Services Department at info@pacrepro.com.

Uses and Disclosures of Health Information

We use health information about individuals to provide a treatment plan for clients, to determine donor eligibility, for administrative purposes, and to evaluate the quality of our services.

We may use or disclose identifiable health information about you without your authorization subject to certain requirements for emergencies and when required by law, such as for public health purposes and for law enforcement in specific circumstances. In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

We may change our policies at any time. Before we make a significant change in our policies, we will change our notice and post the new policies on our website. You may also request a copy of our notice at any time. For more information about our privacy practices, contact the person listed below.

Your Rights

Although your health record is the physical property of the healthcare practitioner or facility that compiled it, the information belongs to you. You have the right to:

- request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522
- obtain a paper copy of the notice of privacy practices upon request
- inspect and obtain a copy of your health record as provided for in 45 CFR 164.524
- amend your health record as provided in 45 CFR 164.528
- obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528
- request communications of your health information by alternative means or at alternative locations
- revoke your authorization to use or disclose health information except to the extent that action has already been taken

Following is a statement of your rights with respect to your protected health information and a brief description of how you may exercise these rights.

Complaints

If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the person listed below. You also may send a written complaint to the U.S. Department of Health and Human Services. The person listed below can provide you with the appropriate address upon request.

Our Legal Duty

We are required by law to protect the privacy of your information, provide this notice about our information practices, and follow the information practices that are described in this notice.

If you have any questions or complaints, please contact: Ken Tak, c/o Pacific Reproductive Services, 444 DeHaro Street #222, San Francisco, CA 94107, Phone (415) 487-2288 or email: kent@pacrepro.com

WRITTEN ACKNOWLEDGEMENT

I acknowledge that I have reviewed this summary and have been given an opportunity to review the full **Notice of Privacy Practices** that provides a description of information uses and disclosures. I understand that I have the right to request restrictions as to how my health information may be used or disclosed and that the organization is not required to agree to the restrictions I request.

Signature of Patient or Legal Representative

Print Name

Date