



April 2, 2003

Dear Patient:

The Skin Cancer Centre has always protected your private medical information. However, in order to comply with federal law, we need to let you know how you can file a complaint with this office if you feel your privacy has been violated.

We do not allow unauthorized access into any of our clinical areas or into our medical records without an employee escort.

We will not discuss your medical condition or financial status with anyone unless we have your expressed written permission to do so.

Conversations regarding your care are conducted in private and only with you or staff/other physicians who need direct knowledge of your medical situation to provide you with the best care available.

No information regarding your medical records is released without your written permission unless required by law.

We never sell any patient information.

You have the right to access your medical records with some exceptions. We take precautions in our office to safeguard your health information such as training our employees and using computer security measures. Please feel free to ask about your rights to access your medical records.

If you feel your privacy has been violated, we request that you file a complaint with our Privacy Officer or Dr. DeAngelis. The complaint will be investigated immediately and appropriate corrective action will be taken.

Thank you for your trust and your business.

Respectfully,

The Skin Cancer Centre, P.A.

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