



5 Burger King Dr. Georgetown, DE 19947
302 856-4344

CLIENT PRIVACY POLICY

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

Your Rights

- You have a right to a copy of your limited medical record. We will provide a copy to you at the time of your appointment and one will be kept in your file.
- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. We will say “yes” to all reasonable requests.
- You can ask for 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 above. We will not retaliate against you for filing a complaint.

Your Choices

- We share your limited medical information with only you. If you prefer that someone else, including a family member or medical professional, receive your limited medical information, it is your responsibility to retrieve it from us and then distribute it to whomever.
- We will not forward any of your information without written authorization for release of information signed by you.
- If you cannot tell us your preference, for example, if you are unconscious, we may go ahead and share your information 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 health or safety.
- We will not use your information for marketing purposes without your written permission.

Our Uses and Disclosures

- We can use and share your 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 health 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 health information.
- We will follow all applicable state and federal laws if a breach occurs that may have compromised the privacy or security of your health 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 Client Privacy Policy

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

June 11, 2025