



A HIPAA fact sheet for patients outlines their rights regarding their protected health information (PHI) and explain how that information is used and disclosed. It also informs patients about their right to access and amend their records, and how to file complaints if they believe their privacy rights have been violated.

Key Information for Patients:

- **What is PHI?**

PHI is individually identifiable health information, including demographics, medical history, and payment information.

- **HIPAA's Purpose:**

HIPAA protects the privacy and security of your health information.

- **Your Rights:**

- **Access and Copy:** You have the right to access and obtain a copy of your medical records.
- **Amendments:** You can request corrections to inaccurate or incomplete health information.
- **Restrictions:** You can request restrictions on how your PHI is used or disclosed.
- **Accounting of Disclosures:** You can request an accounting of disclosures of your PHI.
- **Confidential Communications:** You can request that your health information be sent to you in a confidential manner.
- **Notice of Privacy Practices:** You have the right to receive a clear and understandable Notice of Privacy Practices.

- **How PHI is Used and Disclosed:**

- **Treatment, Payment, and Healthcare Operations (TPO):** PHI can be used and disclosed for your treatment, payment for your healthcare, and healthcare operations.
- **Other Uses and Disclosures:** HIPAA allows for other uses and disclosures without your authorization, such as public health activities, law enforcement purposes, or research.
- **Authorization:** When PHI is used or disclosed for purposes other than TPO or the exceptions mentioned above, you must provide written authorization.

- **Breach Notification:**

A patient will be notified if there is a breach of their unsecured PHI.

- **Filing a Complaint:**

Patients can file a complaint with the covered entity or the [Office for Civil Rights \(OCR\)](#) if they believe their HIPAA rights have been violated.

- **Contact Information:**

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