



## Notice of Privacy Practices

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.

Dr. Jeffrey Adelglass & Associates has adopted the following privacy policies:

JEFFREY ADELGLASS, M.D., F.A.C.S.\*  
GREGORY D. ROBERTS, M.D.

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### Uses and Disclosures

**Treatment** - Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of laboratory tests and procedures will be available in your medical record to all health professionals who may provide treatment or who may be consulted by staff members.

**Payment** - Your health information may be used to seek payment from your health plan, from other sources of coverage such as an automobile insurer, or from credit card companies that you may use to pay for services. For example, your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated.

**Health care operations** - Your health information may be used as necessary to support the day-to-day activities and management of Dr. Jeffrey Adelglass & Associates. For example, information on the services you received may be used to support budgeting and financial reporting, and activities to evaluate and promote quality.

**Law enforcement** - Your health information may be disclosed to law enforcement agencies, without your permission, to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting.

**Public health reporting** - Your health information may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state's public health department.

**Other uses and disclosures require your authorization** - Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision.

### Dr. Jeffrey Adelglass & Associate's Duties

We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We also are required to abide by the privacy policies and practices that are outlined in this notice.

### Right to Revise Privacy Practices

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Whatever the reason for these revisions, we will provide you with a revised notice on your next office visit. The revised policies and practices will be applied to all protected health information that we maintain.

EAR, NOSE & THROAT

ALLERGY TESTING &  
TREATMENT

SINUSES

HEARING TESTING &  
DISPOSABLE HEARING AIDS

SINUS SURGERY

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SELECTED AS A  
NATIONAL TRAINING CENTER  
FOR BOTOX

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FACIAL COSMETIC SURGERY

BOTOX  
FOR FROWN LINE &  
WRINKLE REDUCTION

FACIAL FILLERS

CUSTOMIZED CHEMICAL PEELS

OBAGI BLUE PEELS  
FOR OPTIMUM SKIN RESURFACING

LASER HAIR REMOVAL

PERMANENT MAKE-UP

LIP AUGMENTATION  
FOR A FULLER, SEXIER  
APPEARANCE

FOTOFACIAL, IPL  
(INTENSE PULSE LIGHT)  
FOR REJUVENATION & TREATMENT OF  
DILATED CAPILLARIES & ROSACEA

LASER SPIDER VEIN REMOVAL  
FOR BEAUTIFUL LEGS

MICRODERMABRASION  
TO EXFOLIATE & TIGHTEN

ENDERMOLOGIE  
TO REDUCE CELLULITE

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MEDICAL OFFICES:  
DALLAS  
PLANO

\* Board Certified by the American Board of Otolaryngology, Fellow American College of Surgeons, Fellow American Academy of Cosmetic Surgery, Member of American Academy of Facial Plastic & Reconstructive Cosmetic Surgery, Associate Clinical Professor of Otolaryngology at the University of Texas Southwestern Medical Center, Fellow American Academy of Otolaryngologic Allergy

**Privacy Practices Cont...**

**Authorization for Phone Calls**

I authorize the staff of Dr. Jeffrey Adelglass & Dr. Gregory D. Roberts to call my home or work phone number regarding office appointments and/or surgery information.

I authorize the staff of Dr. Jeffrey Adelglass & Dr. Gregory D. Roberts to leave a message on my voice mail or telephone recorder regarding office appointments and/or surgery information.

**Complaints/Contact Person**

If you would like to submit a comment or complaint about our privacy practices, or if you believe that your privacy rights have been violated; you should call the matter to our attention by sending a letter outlining your concerns to:

Julie Latta, Office Manager  
Dr. Jeffrey Adelglass & Associates  
6020 West Parker Road, Suite 400  
Plano, TX 75093

You will not be penalized or otherwise retaliated against for filing a complaint.

**Expiration Date of Authorization**

This authorization is valid for five (5) years from date of signature unless revoked or terminated by the patient or patient's personal representative.

**Right to Terminate or Revoke Authorization**

You may revoke or terminate this authorization by submitting a written revocation to Dr. Jeffrey Adelglass and Associates. You should contact the Office Manager to terminate this authorization.

**Acknowledgment Form**

I acknowledge receipt of this Notice of Privacy Rights which I have reviewed and give my permission to Dr. Jeffrey Adelglass & Associates to use and disclose my health information in accordance with it.

\_\_\_\_\_  
Signature of Patient

\_\_\_\_\_  
Signature of Patient's Representative

\_\_\_\_\_  
Name of Patient (Print or Type)

\_\_\_\_\_  
Relationship of Representative to Patient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date