Statement of Patient Bill of Rights

BELIEVING IT IS ESSENTIAL THAT PATIENTS ARE RESPECTED AND SUPPORTED

In recognition of the responsibility of this facility in the rendering of patient care, these rights are affirmed in the policies and procedures of Pikes Peak Endoscopy Center and Briargate Endoscopy Center.

Patients have the Right:

To receive services without regard to race, color, age, sex, sexual orientation, religion, marital status, handicap, national origin or sponsor.

To be provided reasonable physical access.

To be provided a secure environment for self and property.

To be provided with appropriate privacy.

To be treated with respect, consideration and dignity.

To expect that all disclosures and records are treated confidentially, except when required by law, and to be given the opportunity to approve or refuse their release.

To be provided, to the degree known, complete information concerning their diagnosis, treatment and prognosis. When it is medically inadvisable to give such information to a patient, the information is provided to a person designated by the patient to be a legally authorized person.

To be given opportunity to participate in decisions involving their health care, except when participation is contraindicated for medical reasons.

To receive from his/her physician information necessary to give informed consent prior to the start of any procedure and/or treatment, except in emergencies. Such information for informed consent should include the specific procedure and/or treatment, significant medical risks involved, and the probable duration of incapacitation. Where significant alternatives for medical care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information and the consequences of not complying with therapy. The patient has the right to know the name of the person responsible for the procedures and/or treatment.

To be informed, when appropriate, of treatment policy for an emancipated minor not accompanied by an adult.

To refuse treatment and be informed of consequences of refusing treatment or not complying with therapy.

To be informed as to:
- Expected conduct and responsibilities as a patient
- Services available from the facility
- Provisions for after-hours and emergency care
- Fees for services
- Payment policies
- Right to refuse participation in investigational studies or clinical trials
- Methods for expressing grievances and suggestions to the facility
- Disclosure of ownership
- Procedure for reporting public health concerns to the appropriate authorities

To be informed of their rights to change primary or specialty physicians if other qualified physicians are available.

To be free from all forms of abuse or harassment.

To file a grievance against the center by contacting the administrator by mail or phone. If the outcome is not satisfactory a patient can contact the state licensing board through their web site http://www.dora.state.co.us/medical

To exercise his or her rights without being subjected to discrimination or reprisal.
The Patient Has the Responsibility:

To provide, to the best of the patient’s knowledge, accurate and complete information about present complaints, past illnesses, hospitalizations, existence of advance directives, medications and other information relating to health status.

To follow the treatment plan recommended by the practitioner primarily of responsible for the patient’s care and other personnel authorized by PPESC or us. BEC to so instruct the patient.

To accept the consequences of his/her own actions when refusing treatment or not following the practitioners’ instructions.

To assure that the financial obligations for health care rendered are fulfilled as prompt as possible.

To follow rules and regulations affecting care and conduct pertaining to the Iced as procedures performed.

To be considerate of the rights of other patients and facility personnel and to assist in the control of noise.

To be respectful of the property of other persons and of the facility.
Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW GASTROENTEROLOGY ASSOCIATES OF COLORADO SPRINGS, PIKES PEAK Endoscopy and SURGERY CENTER and BRIAGATE-ENDOSCOPY CENTER MAY USE AND DISCLOSE YOUR HEALTHCARE INFORMATION AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briagare Endoscopy Center is required by law to maintain the privacy of your protected health information. This information consists of all records related to your health, including demographic information, either created by Gastroenterology Associates of Colorado Springs and Pikes Peak Endoscopy and Surgery Center or received by Gastroenterology Associates of Colorado Springs and Pikes Peak Endoscopy and Surgery Center from other healthcare providers.

We are required to provide you with notice of our legal duties and privacy practices with respect to your protected health information. These legal duties and privacy practices are described in this Notice. Gastroenterology Associates of Colorado Springs and Pikes Peak Endoscopy and Surgery Center will abide by the terms of this Notice, or the Notice currently in effect at the time of the use or disclosure of your protected health information.

Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briagare Endoscopy Center reserve the right to change the terms of this Notice and to make any new provisions effective for all protected health information that we maintain. Patients will be provided a copy of any revised Notices upon request. An individual may obtain a copy of the current notice from our office at any time.

Uses and Disclosures of your Protected Health Information not Requiring Your Consent.

Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briagare Endoscopy Center may use and disclose your protected health information, without your written consent or authorization, for certain treatment, payment and healthcare operations. There are certain restrictions on uses and disclosures of treatment records which include registration and all other records concerning individuals who are receiving, or who at any time have received services for mental illness, developmental disabilities, alcoholism, or drug dependence. There are also restrictions on disclosing HIV test results.

Treatment may include:
- Providing, coordinating, or managing healthcare and related services by one or more healthcare providers;
- Consultations between healthcare providers concerning a patient;
- Referrals to other providers for treatment;
- Referrals to nursing homes, foster care homes, or home health agencies.

For example, Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briagare Endoscopy Center may determine that you require the services of a specialist. In referring you to another doctor, Gastroenterology Associates of Colorado Springs/Pikes Peak Endoscopy and Surgery Center and Briagare Endoscopy Center may share or transfer your healthcare information to that doctor.

Payment activities may include:
- Activities undertaken by Gastroenterology Associates of Colorado Springs/Pikes Peak Endoscopy and Surgery Center and Briagare Endoscopy Center to obtain reimbursement for services provided to you;
- Determining your eligibility for benefits of health insurance coverage;
- Managing claims and contacting your insurance company regarding payment;
- Collection activities to obtain payment for services provided to you;
- Reviewing healthcare services and discussing with your insurance company the medical necessity of certain services or procedures, coverage under your health plan, appropriateness of care, or justification of charges;
- Obtaining pre-certification and pre-authorization of service to be provided to you.

For example, Gastroenterology Associates of Colorado Springs/Pikes Peak Endoscopy and Surgery Center and Briagare Endoscopy Center will submit claims to your insurance company on your behalf. This claim identifies you, your diagnosis, and the services provided to you.

Healthcare operations may include:
- Contacting healthcare providers and patients with information about treatment alternatives;
- Conducting quality assessment and improvement activities;
- Conducting outcomes evaluation and development of clinical guidelines;
- Protocol development, case management, or care coordination;
- Conducting or arranging for medical review, legal services, and audit functions.

For example, Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briagare Endoscopy Center may use your diagnosis, treatment, and outcome information to measure the quality of the services we provide, or assess the effectiveness of your treatment when compared to patients in similar situations.

Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briagare Endoscopy Center may contact you, by telephone or mail, to provide appointment reminders. You must notify us if you do not wish to receive appointment reminders.

We may not disclose your protected health information to family members or friends who may be involved with your treatment or care without your written permission. Health information may be released without written permission to a parent, guardian, or legal custodian of a child; the guardian of an incompetent adult; the healthcare agent designated in an incapacitated patient’s healthcare power of attorney; or the personal representative or spouse of a deceased patient.

There are additional situations when Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briagare Endoscopy Center is permitted or required to use or disclose your protected health information without your consent or authorization. Examples include the following:

- As permitted or required by law. In certain circumstances, we may be required to report individual health information to legal authorities, such as law enforcement officials, court officials, or government agencies. For example, we may have to report abuse, neglect, domestic violence or certain physical injuries. We are required to report gunshot wounds or any other wound to law enforcement officials if there is reasonable cause to believe that the wound occurred as a result of a crime. Mental health records may be disclosed to law enforcement authorities for the purpose of reporting an apparent crime on our premises.

- For public health activities. We may release healthcare records, with the exception of treatment records, to certain government agencies or public health authorities authorized by law, upon receipt of written request from the agency. We are required to report positive HIV test results to the state epidemiologist. We may also disclose HIV test results to other providers or persons when there has been or will be risk of exposure.

We may report to the state epidemiologist the name of any person known to have been significantly exposed to a patient who tests positive for HIV. We are required by law to report suspected child abuse and neglect and suspected abuse of an unborn child, but cannot disclose HIV test results in connection with the reporting or prosecution of alleged abuse or neglect. We may release healthcare records, including treatment records and HIV test results, to the Food and Drug Administration when required by federal law. We may disclose healthcare
records, except for HIV test results, for the purpose of reporting elder abuse or neglect, provided the subject of the abuse or neglect agrees, or if necessary to prevent serious harm. Records may be released for the reporting of domestic violence if necessary to protect the patient or community from imminent and substantial danger.

- **For health oversight activities.** We may disclose healthcare records, including treatment records, in response to a written request by any federal or state or governmental agency to perform legally authorized functions, such as management audits, financial audits, program monitoring and evaluation, and facility or individual licensure or certification. HIV test results may not be released to federal or state governmental agencies, without written permission, except to the state epidemiologist for surveillance, investigation, or to control communicable disease.

- **Judicial and Administrative Proceedings.** Patient healthcare records, including treatment records and HIV test results, may be disclosed pursuant to a lawful court order. A subpoena signed by a judge is sufficient to permit disclosure of all healthcare records except for HIV test results.

- **For activities related to death.** We may disclose patient healthcare records, except for treatment records, to a coroner or medical examiner for the purpose of completing a medical certificate or investigating a death. HIV test results may be disclosed under certain circumstances.

- **For research.** Under certain circumstances, and only after a special approval process, we may use and disclose your health information to help conduct research.

- **To avoid a serious threat to health or safety.** We may report a patient’s name and other relevant data to the Department of Transportation if it is believed the patient’s vision or physical or mental condition affects the patient’s ability to exercise reasonable or ordinary control over a motor vehicle. Healthcare information, including treatment records and HIV test results, may be disclosed where disclosure is necessary to protect the patient or community from imminent and substantial danger.

- **For workers’ compensation.** We may disclose your health information to the extent such records are reasonably related to any injury for which workers compensation is claimed.

Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briargate Endoscopy Center will not make any other use or disclosure of your protected health information without your written authorization. You may revoke such authorization at any time, except to the extent that Gastroenterology Associates of Colorado Springs and Pikes Peak Endoscopy and Surgery Center has taken action in reliance thereon. Any revocation must be in writing.

**Your Rights Regarding Your Protected Health Information**

You are permitted to request that restrictions be placed on certain uses or disclosures of your protected health information by Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briargate Endoscopy Center to carry out treatment, payment, or healthcare operations. You must request such a restriction in writing. We are not required to agree to your request, but if we do agree, we must adhere to the restriction, except when your protected health information is needed in an emergency treatment situation. In this event, information may be disclosed only to healthcare providers treating you. Also, a restriction would not apply when we are required by law to disclose certain healthcare information.

You have the right to review and/or obtain a copy of your healthcare records, with the exception of psychotherapy notes, or information compiled for use (or in anticipation for use) in a civil, criminal, or administrative action or proceeding. Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briargate Endoscopy Center may deny any access under other circumstances, in which case you have the right to have such a denial reviewed. We may charge a reasonable fee for copying your records.

You may request that Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briargate Endoscopy Center send protected health information, including billing information, to you by alternative means or to alternative locations. You may also request that Gastroenterology Associates of Colorado Springs and Pikes Peak Endoscopy and Surgery Center send information to a particular address or location or contact you at a specific location, perhaps your place of employment. This request must be submitted in writing. We will accommodate reasonable requests by you.

You have the right to request that Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briargate Endoscopy Center amend portions of your healthcare records, as long as such information is maintained by us. You must submit this request in writing, and under certain circumstances the request may be denied.

You may request to receive an accounting of the disclosures of your protected health information made by Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briargate Endoscopy Center for the six years prior to the date of the request, beginning with disclosures made after April 14, 2003. We are not required, however, to record disclosures we make pursuant to a signed consent or authorization.

You may request and receive a paper copy of this notice, if you had previously received or agreed to receive the Notice electronically.

Any person or patient may file a complaint with Gastroenterology Associates of Colorado Springs and Pikes Peak Endoscopy and Surgery Center and/or the Secretary of Health and Human Services if they believe their privacy rights have been violated. To file a complaint with Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briargate Endoscopy Center, please contact the Privacy Officer at the following:

**Privacy Officer**
Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briargate Endoscopy Center
1609 Medical Center Point
Colorado Springs, CO 80907
Telephone: (719) 632-7101 Fax: (719) 632-4486

It is the policy of Gastroenterology Associates of Colorado Springs, Pikes Peak Endoscopy and Surgery Center and Briargate Endoscopy Center that no retaliatory action will be made against any individual who submits or conveys a complaint of suspected or actual non-compliance or violation of the privacy standards.

This Notice of Privacy Practices is effective April 14, 2003.

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1 This Notice is prepared in accordance with the Health Insurance Portability and Accountability Act, 45 C.F.R. 164.520.