

**Thames Hearing Services, Inc.**  
**324 Flanders Road**  
**East Lyme, CT 06333**  
**(860) 739-1864**

## **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.**

We need accurate and current health information so that we can best assess your hearing health care need and provide you with the best possible care. We are committed to maintaining the confidentiality of personal information entrusted to us by our patients.

We collect personal information from your initial patient information form and update this form and make a copies of current insurance cards during subsequent visits, at least annually. If you should note any inaccuracies, or have specific privacy needs, please let us know. You have the right to your medical chart and may request to see or get a copy of your chart at any time.

We share health information on a confidential basis to referring Physicians and insurance providers (including third party payors), only as necessary. We always obtain written permission for any other disclosure and/or release of personal information, except that as authorized by law.

We will use your listed address to send appointment reminder notices, informative hearing health care literature and information about special events in our office. If you do not want to be on our mailing list, just let us know.

We maintain your information in a safe environment, away from public access. We restrict access to your information by maintaining strict procedural safeguards. Only individuals who need access to your personal information to do their job, have the right to do so. Employees who violate this policy are subject to disciplinary action. You will be notified immediately of any potential breach of confidential information.

Any changes to this policy will be made available to you at the time of your next office visit. This privacy policy was last revised 2/27/17.