

NASHUA MEDICAL *Group*



April 2003

Dear Nashua Medical Group patient,

Nashua Medical Group is required by a federal law, the Health Insurance Portability and Accountability Act (HIPAA), to make sure that your protected health information (PHI) is kept private. Although Nashua Medical Group has always safeguarded the confidentiality of your health information, HIPAA requires us to inform you of our privacy practices.

PHI is information about you, including demographic information collected from you, that can reasonably be used to identify you and that relates to your past, present and future physical or mental health condition, the provision of health care to you, or payment for that care.

Enclosed is the detailed Nashua Medical Group Notice of Privacy Practices. This document will explain in detail:

- A definition of Protected Health Information (PHI)
- Permitted uses and disclosures of your PHI
- Disclosures of your PHI that require written authorization
- Your right to access and receive copies of your PHI
- Your right to request an amendment to your PHI
- Your right to confidential communications
- Your right to an accounting of disclosures of your PHI
- A description of how to file a complaint if you feel your privacy rights have been violated.
- Your right to request limits on uses and disclosures of your PHI

Please share this information with any other member of your family who receives care at Nashua Medical Group. If you believe that this policy has been violated with respect to information about you or a family member cared for by NMG, please follow the complaint procedure in the Notice.

Federal law requires us to document that you received this Privacy Notice. Please sign the Acknowledgment Form and return in the self-addressed stamped envelope. Thank you for taking the time to read Nashua Medical Group's Notice of Privacy Practice and returning a signed Acknowledgement Form.

Sincerely,

Mark Santos
Administrator