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NOTICE OF PRIVACY POLICIES

Janjua Facial Surgery is committed to comply with the HIPAA rules and regulations. HIPAA stands for 'Health Care Information Portability and Accountability Act'. This is a federal regulation that aims to preserve the confidentiality of a patient's medical information. It encompasses the sharing of patients' medical information with a third party by means of any communication device, e.g., fax, phone.

The privacy of our patients will be closely guarded. All our employees are trained in following the office policies and regulations that ensure that a patient's medical information remains secure. We will use your medical information for the purposes of treating you, submitting claims to insurance companies or third party payers or for any relevant health care operations. We will maintain in your file your written permission to use your information. We will try our level best to ensure that your specific restrictions, if any are followed.

In case of any grievance you can contact our designated privacy official by calling our office or visiting in person. At present the privacy official is Susie. You have the right to complain to the Department of Health and Human Services. Janjua Facial Surgery has the right to change this notice. You can obtain a copy of the revised notice by visiting our office or sending a self addressed, stamped envelope. This notice is effective as of March 18, 2002.