

# **Notice of Privacy Practices**

Abdo Semaan, MD

**Effective Date: July 1, 2025**

This notice describes how medical information about you may be used and disclosed, and how you can access this information. Please review it carefully.

## **Your Rights**

- Get an electronic or paper copy of your medical record
- Request corrections to your medical record
- Request confidential communications
- Request restrictions on what information we use or share
- Get a list of those with whom we've shared your information
- Get a copy of this Notice of Privacy Practices
- Choose someone to act for you if you have given them medical power of attorney
- File a complaint if you believe your privacy rights have been violated

## **Your Choices**

- Share information with family, friends, or others involved in your care
- Share information in a disaster relief situation
- Use information for marketing purposes (only with your written authorization)
- Sell your information (only with your written authorization)
- Contact you for fundraising efforts (you may opt out)

## **Our Uses and Disclosures**

- Treat you and coordinate your care
- Run our organization and improve your care
- Bill for your services
- Help with public health and safety issues
- Conduct research (under strict conditions)
- Comply with legal requirements
- Respond to organ and tissue donation requests
- Work with a medical examiner or a funeral director
- Address workers' compensation, law enforcement, and other government requests

- Respond to lawsuits and legal actions

### **Our Responsibilities**

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may compromise the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and provide you a copy upon request.
- We will not use or share your information other than as described here unless you authorize us in writing.

### **Additional Notes for Semaan Psychiatry PLLC**

- We do not maintain a hospital directory.
- We do not release substance use disorder treatment records without your specific written consent, as required by federal law (42 CFR Part 2).
- We do not sell or market your protected health information.
- We operate primarily on a self-pay basis and do not bill insurance companies directly.

### **Complaints**

If you believe your privacy rights have been violated, you may file a complaint by contacting:

Privacy Officer: Dr. Abdo Semaan

Phone: 646-757-9037

Email: DrSemaan@SemaanPsychiatry.com

You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights. We will not retaliate against you for filing a complaint.

### **Changes to the Terms of this Notice**

We reserve the right to change the terms of this notice. The new notice will be effective for all protected health information that we maintain. Upon request, we will provide you with any revised Notice of Privacy Practices.