



The Free Medical Clinic *(Serving Anderson, Morgan, and Roane)*

NOTICE OF PATIENT PRIVACY PRACTICES

How We Collect Information About You: The Free Medical Clinic of Oak Ridge and its employees and volunteers collect data through a variety of means including, but not necessarily limited to, patient forms, letters, phone calls, faxes, emails or other means necessary to provide assistance through our organization.

What We Do Not Do with Your Information: Information about your financial situation and medical conditions and care is held in strictest confidence.

We do not give out, exchange, barter, rent, sell, lend, or disseminate any information about applicants or patients that is considered confidential, is restricted by law, or has been specifically restricted by a patient/applicant in a signed HIPAA consent form.

How We Do Use Your Information: Information is used only to process your application or to provide you with health or counseling services which may require communication between the Free Medical Clinic of Oak Ridge and other health care providers, medical product or service providers, pharmacies, and other providers.

If you provide information to the Free Medical Clinic of Oak Ridge with the intent of fraud or that results in the actual crime of fraud, your non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals.

Limited Right to Use Non-Identifying Personal Information from Biographies, Letters, Notes, and Other Sources: Any pictures, stories, letters, biographies, correspondence, or thank you notes sent to us become the exclusive property of the Free Medical Clinic of Oak Ridge. We reserve the right to use non-identifying information about our patients (those who receive services from or through us) for fundraising and promotional purposes that are directly related to our mission.

Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without client's express advance permission.

You may specifically request that NO information be used whatsoever for promotional purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information or photos that you send to us will ever be publicly used without your direct or indirect consent.