



## **PATIENT PRIVACY POLICY**

We care about your privacy and are committed to protecting your health information. This Patient Privacy Policy describes how your medical information may be used and disclosed and how you can access this information. Please review it carefully.

### **Your Rights**

- You have a right to a copy of your medical record. We will provide a copy usually within 30 days of your request.
- You have the right to request limits on how we use or disclose your health information. We will consider your request and are not legally bound to agree to your request. If we do agree, we will put those limits in writing. You do not have the right to limit the uses and disclosures we are legally required or permitted to make.
- You can ask us to correct health information about you that you think is incorrect or incomplete. We may say “yes” or “no” to your request. If we say “no”, we will tell you why in writing within 60 days.
- You can ask us to contact you in a specific way (for example, by home or office phone) or to send mail to a different address. We will say “yes” to all reasonable requests.
- You can ask for a copy of this policy at any time.
- You can file a complaint with us if you feel we have violated your privacy by contacting us using the contact information above. We will not retaliate against you for filing a complaint.

### **Your Choices**

- You can tell us your choices about whether and what we share with your family, close friends, or others involved in your care.
- If you cannot tell us your preference, for example, if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to your health or safety.
- We will not use your information for marketing purposes without your written permission.

### **Our Uses and Disclosures**

- We can use your health information to provide appointment reminders and other health related benefits and services.
- We can use your health information and share it with other professionals who are treating you. Example: Sharing your ultrasound images with a medical professional for interpreting purposes.
- We can use and share your health information to run our center, improve your care, and contact you when necessary. We will share information about you if required by applicable state or federal laws such as workers’ compensation, law enforcement, and other government requests.
- We can share health information about you in response to a court or administrative order or in response to a subpoena if required by law.
- We can share information if disclosure is mandated by the Kansas Child Abuse and Neglect Reporting law or the Kansas Elder and Dependent Adult Abuse Reporting law. For example, if we have a suspicion of abuse or neglect of a child, elderly or dependent adult person.
- We may also share your information when needed to lessen a serious and imminent threat to the health or safety of you, another person, or the public.
- For uses beyond these, we will ordinarily obtain your written authorization.

### **Our Responsibilities**

- We abide by applicable state and federal laws to maintain the privacy and security of your health information.
- We will follow all applicable state and federal laws if a breach occurs that may have compromised the privacy or security of your health information.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

### **Changes to the Terms of this Patient Privacy Policy**

We can change the terms of this policy, which will apply to all information we have about you. The new policy will be available upon request in our office and on our website.

*Privacy Officer: Barb Sanderson, RN 785-776-9406  
Next Step Pregnancy and Family Resources/Life Choice Ministries  
Effective October 15, 2025:*