

# HIPAA

## PERSONAL HEALTHCARE INFORMATION

**Interface Center** has posted your privacy rights in our main office for your review

### Client Complaints

If you are concerned that Interface Center has violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact us in writing at 36 Main Street, New Milford, CT 06776.

You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. The Interface Center office staff can provide you with the appropriate address upon request.

### Effective Date, Restrictions and Changes to Privacy Policy

This notice will go into effect on April 14, 2003.

We reserve the right to change the terms of this notice and to make the new notice provisions effective for all PHI that we maintain. We will provide you with a revised notice by written communication.

My signature acknowledges that I have been informed by my privacy rights, can review these rights and can receive a written copy of these rights and I understand them.

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Signature

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Date