

# Coastal Pregnancy Center

## Notice of Privacy Practices

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

### Your Rights

You have the right to:

- Get a copy of your paper or electronic medical record
- Request confidential communication
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- File a complaint with Coastal Pregnancy Center if you believe your privacy rights have been violated (See Section "FILE A COMPLAINT IF YOU FEEL YOUR RIGHTS ARE BEING VIOLATED")

### Your Choices

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Market our services
- Raise funds

### Our Uses and Disclosures

We may use and share your information as we:

- Treat you
- Run our organization
- Help with public health and safety issues
- Comply with the law
- Respond to lawsuits and legal actions

### Your Rights

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

#### Get an electronic or paper copy of your medical record

- You may ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request.

#### Request confidential communication

- You may ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.

#### Ask us to limit what we use or share

- You may ask us not to use or share certain health information for treatment or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.

#### **Get a copy of this privacy notice**

- You may ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

#### **File a complaint if you feel your rights are violated**

- You may complain if you feel we have violated your rights by contacting our Privacy Officer at 252-946-8040 ext 4. You can also communicate a complaint by filling out the form “Helping Us To Serve You Better”.
- We will not retaliate against you for filing a complaint with Coastal Pregnancy Center.

### **Your Choices**

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation

In these cases we never share your information unless you give us written permission:

- Marketing purposes

In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

### **Our Uses and Disclosures**

We typically use or share your information in the following ways:

- We can share it with other professionals who are treating you. [Example: Sharing your ultrasound images with a medical professional for treatment purposes.]
- Comply with applicable laws:
  - We will share information about you if applicable state or federal laws require it.
  - We can share information about you in response to a court or administrative order, or in response to a subpoena, as required by law.

### **Our Responsibilities**

- We are committed to maintain the privacy and security of all your information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.

- We must follow the duties and privacy practices described in this notice, and you may receive a copy per your request.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you have given us permission, you may change your mind at any time. Let us know in writing if you change your mind.

Changes to the Terms of this Notice: We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request and in our office.  
(Last edited February 2025.)