



# EAR, NOSE and THROAT SPECIALISTS of WISCONSIN

## Notice of Privacy Practices

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED OR DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

**Effective Date:** February 16, 2026

### About This Notice

This Notice describes how Ear, Nose & Throat Specialists of Wisconsin, S.C. (“we,” “us,” or “our”) may use and disclose your Protected Health Information (PHI), and how you can access that information. We are required by law to maintain the privacy of your PHI and to follow the terms of this Notice.

**Privacy Officer:** Lisa Linz

**Address:** 119 E Bell Street, Neenah, WI 54956

**Phone:** 920-969-1768

**Email:** LisaL@entwis.com

### What Is Protected Health Information?

Protected Health Information (PHI) is information that identifies you and relates to your past, present, or future physical or mental health or condition, the provision of health care to you, or payment for your health care.

### How We May Use and Disclose Your PHI

We may use and disclose your PHI without your authorization for the following purposes:

#### Treatment

We may use or disclose PHI to provide, coordinate, or manage your health care, including sharing information with other providers involved in your care.

#### Payment

We may use or disclose PHI to bill and collect payment for services provided to you.

#### Health Care Operations

We may use or disclose PHI for our operations, such as quality assessment, training, auditing, and business management.



# EAR, NOSE and THROAT SPECIALISTS of WISCONSIN

## Appointment Reminders and Health-Related Communications

We may contact you to remind you of appointments or provide information about treatment options or health-related services.

## As Required or Permitted by Law

We may use or disclose PHI as required by federal, state, or local law, including for public health activities, health oversight, law enforcement, judicial proceedings, and to avert a serious threat to health or safety.

## Business Associates

We may disclose PHI to business associates who perform services on our behalf, provided they agree to protect the privacy and security of your information.

## Substance Use Disorder (SUD) Records

In some cases, we may receive records related to substance use disorder (SUD) treatment from other providers involved in your care. These records are subject to additional federal protections.

- We will use and disclose SUD-related records only as permitted by law.
- When required, your written authorization is needed for certain uses and disclosures of SUD-related records.
- Your authorization may be revoked in writing at any time, except to the extent we have already relied on it.
- SUD-related records may not be re-disclosed except as permitted by law.

## Uses and Disclosures Requiring Your Written Authorization

We will obtain your written authorization before using or disclosing your PHI for: - Marketing purposes - Sale of PHI - Other uses not described in this Notice

You may revoke an authorization in writing at any time.

## Your Rights Regarding Your PHI

You have the right to: - Inspect and obtain a copy of your PHI - Request corrections or amendments - Receive an accounting of certain disclosures - Request restrictions on certain uses or disclosures - Request confidential communications - Receive notification of a breach of unsecured PHI - Request that we not disclose information about services you paid for in full out-of-pocket to your health plan - Obtain a paper copy of this Notice



# EAR, NOSE and THROAT SPECIALISTS of WISCONSIN

Requests to exercise these rights must be submitted in writing to the Privacy Officer.

## Non-Discrimination

We will not discriminate against you for exercising your privacy rights, including rights related to substance use disorder records.

## Complaints

If you believe your privacy rights have been violated, you may file a complaint with us or with the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint.

## Changes to This Notice

We reserve the right to change this Notice and make the revised Notice effective for PHI we already have as well as any PHI we receive in the future. The current Notice will be posted in our offices and on our website.

---

This Notice applies to all PHI maintained by Ear, Nose & Throat Specialists of Wisconsin, S.C.