

**Notice Informing Individuals About Nondiscrimination and Accessibility
Requirements and Nondiscrimination Statement:
Discrimination is Against the Law**

1. **Gwinnett Surgical Associates, LLP (“the Practice”)** complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The Practice does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.
2. The Practice:
 - Provides free aids and services to people with disabilities to communicate effectively with us, such as: Qualified sign language interpreters;
 - Written information in other formats (large print, audio, accessible electronic formats, other formats);
 - Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages
3. If a patient needs these services, the patient can contact the **Kelly Parker, Practice Manager**, who acts as the Practice’s Civil Rights Coordinator.
4. If a patient believes that the Practice has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, he/she can file a grievance with:

**Kelly Parker, Practice Manager
631 Professional Drive, Suite 300
Lawrenceville, Georgia 30046-3370
770-338-1666-ext 202
770-338-1636-fax
kelly@gwinnettsurgical.com**

You can file a grievance in person or by mail, fax, or email. If a patient needs help filing a grievance, **Kelly Parker, Practice Manager** is available to help patients.

5. A patient can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW Room 509F,
HHH Building
Washington, D.C. 20201
1-800-368-1019
800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>