

Notice of Privacy Rights and Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. PLEASE ASK TO HAVE THIS FORM TRANSLATED FOR YOU TO ENSURE YOU UNDERSTAND ITS CONTENTS.

We are required under the Health Insurance Portability and Accountability Act (HIPAA) to maintain the privacy of your health information, and to provide you with this Notice of Privacy Rights and Practices if requested.

This document explains in detail how we use your Protected Health Information (PHI) which is any information about you that could identify you, your past, present, or future physical or mental health condition(s). Your acknowledgment of receipt of this document will be required the first time you receive services. This policy went into effect April 14, 2003.

Our Pledge: We understand that medical information about you and your health is personal and we are committed to protecting that privacy.

We create a record of the care and services that you receive at MEDSTAR specialist clinic in order to help us provide quality care and to comply with certain legal requirements. The information that follows applies to all of the records of your care created by our practice, whether made by our practice or your personal physician. When you enter our practice, we will ask you to sign a Consent Form. Your consent grants us permission to use medical information and disclose your information without your authorization for the following:

Treatment We keep a record of each visit. These records may include your test results, diagnoses, medications or other therapies. These records are used and disclosed to allow doctors, nurses, therapists and other healthcare and clinical staff providers to offer high quality care to meet your needs. Your medical information may also be used to remind you about an appointment.

Payment We maintain a record of and may use and disclose information related to, services and supplies you receive at each visit so that we can be paid by you, an insurance company, or a third party. We may tell your health plan and other payers about an upcoming treatment or service, which requires their prior approval and authorization.

Health Care We use and disclose your medical information to improve the Operations services we provide, to train staff and students, for business management – including marketing, and for customer service purposes. Your information may be shared amongst MEDSTAR specialist clinic, other health care providers, third party payers, and our Business Associates to facilitate treatment, payment or health care operations.

Additional Uses and Disclosures: There are additional times when we are permitted or required to use and/or disclose medical information without your permission. These circumstances are listed below:

- In emergency treatment situations
- To assist incommunicative patients
- For organ donations
- For law enforcement
- If required by law
- For public health activities such as tracking diseases
- To protect victims of abuse, neglect, or domestic violence
- For health oversight activities such as fraud investigations
- To Workers' Compensation if you are injured at work
- For certain judicial or administrative proceedings
- To coroners, medical examiners and funeral directors
- For government functions such as national security and intelligence
- To a correctional institution if you are an inmate
- To avert serious threat to public health or safety

We may also use your information without your permission to:

- recommend treatment alternatives
- tell you about health benefits and/or services
- send, text, email or call you with appointment reminders
- to communicate with those involved in your care

Except as otherwise permitted by law, all other uses and disclosures not described above will require your signed authorization. You may revoke any authorization you provide at any time by delivering a written statement directly to the HIPPA Privacy Officer (listed below), except to the extent that we have already taken action in reliance on your authorization.

Please know that federal and state law requires special privacy protections for certain highly confidential information about you, including but not limited to:

- Psychotherapy notes
- Mental health and developmental disabilities services
- Alcohol and drug abuse prevention, treatment and referral
- HIV / AIDS testing, diagnosis or treatment
- Venereal disease(s)
- Genetic testing
- Child abuse and neglect
- Domestic abuse of an adult with a disability
- Sexual assault

In order for us to disclose your highly confidential information for a purpose other than those permitted by law, we must obtain your written authorization.

YOUR RIGHTS: Under HIPAA, you have the right to request in writing:

- Restrictions on how we use or disclose your medical information
- Confidential communications to an alternate phone or address other than your home
- Access to your medical information to review and obtain a copy, subject to federal and state laws (fees may apply)
- An amendment to your medical information if you feel you or your health care provider needs to make additions or corrections
- An accounting of disclosures of your medical information for purposes other than treatment, payment, health care operations or made pursuant to an authorization
- A paper copy of this Notice even if you have received it electronically
- A revocation of any specific authorization obtained in connection with your privacy, such as for marketing and research

While we will consider all requests for privacy restrictions carefully, we are not required to agree to any requested restrictions.

OUR RESPONSIBILITIES: we are required by law to maintain the privacy of your medical information, to provide you with this written Notice of Privacy Rights and Practices if requested, and to abide by the terms of the Notice currently in effect. We reserve the right to change this Notice and our privacy practices and make the new provisions effective for all information we maintain. Revised Notices will be posted in our offices, and will be available from your direct treatment provider.

FOR MORE INFORMATION: If you would like further information about your privacy rights, are concerned that we have violated your privacy rights or disagree with a decision that we made about access to your Protected Health Information, you may contact our HIPPA Privacy Officer at the address or phone number below. You may also file written complaints with the Director, Office for Civil Rights of the U.S. Department of Health and Human Services. Upon request, the HIPPA Privacy Officer will provide you with the correct address for the Director. All complaints will be investigated thoroughly and you will not be penalized for filing a complaint.

MEDSTAR Specialist Clinic and its employees are committed to protecting patient privacy.