



HIPAA Notice of Privacy Practices

This notice is effective: May 2, 2023

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO THIS INFORMATION. PLEASE READ CAREFULLY.

Maryland Pain & Spine Center LLC takes your confidentiality of your personal health information very seriously. As such, we are required by law to maintain the privacy of protected health information, to provide individuals with notice of our legal duties and privacy practices with respect to protected health information, and to notify affected individuals following a breach of unsecured protected health information. This notice describes how we may use and/or disclose your medical information. It also describes your rights and our legal obligations with respect to your medical information. If you have any questions about this notice, please contact our Practice Administrator.

How This Medical Practice May Use or Disclose Your Health Information:

Maryland Pain & Spine Center LLC (MPSC) collects health information about you and stores it as an electronic health record. This is your medical record. The medical record is the property of the MPSC, but the information in the medical record belongs to you. The law permits us to use or disclose your health information for the following purposes:

Treatment: MPSC uses medical information about you to provide your medical care. MPSC discloses medical information to our employees and others who are involved in providing your care. For example, we may share your medical information with other physicians or other healthcare providers who will provide services that we do not provide. We may also share this information with a pharmacist who needs it to dispense a prescription to you, or a laboratory that performs a test. We may also disclose medical information to members of your family or others who can help you when you are sick or injured, or after you die.

Payment: MPSC uses and discloses medical information about you to obtain payment for the services we provide. For example, we give your health insurance plan the information it requires before it will pay us. We may also disclose information to other healthcare providers to assist them in obtaining payment for services they provide to you.

Health Care Operations: MPSC may use and disclose information about you to operate our medical practice. We may use and disclose this information to review and improve the quality of care we provide, the competence and qualifications of our professional staff. Or we may use and disclose this information to get your health insurance plan to authorize services or referrals. We may also use and disclose this information as necessary for medical reviews, legal services, and audits, including but not limited to;

fraud, abuse detection, compliance programs, business planning, and management. We may also share your information with other health care providers, health care clearing houses or health insurance plans that have a relationship with you, when they request this information to help them with their quality assessment and improvement activities, their patient-safety activities, their population-based efforts to improve health or reduce health care costs, their protocol development, case management or care-coordination activities, their review of competence, qualifications and performance of health care professionals, their training programs, their accreditation, certification or licensing activities, or their healthcare fraud and abuse detection and compliance efforts.

Appointment Reminders: MPSC may use and disclose medical information to contact and remind you about appointments. If you are not at home, we may leave this information on your answering machine or in a message left with the person answering the phone. Sign In Sheet- MPSC may use and disclose medical information about you by having you sign in when you arrive at our office. We may also call out your name when we are ready to see you.

Notification and Communication with Family: MPSC may disclose your health information to notify or assist in notifying you or a family member, your personal representative or another person responsible for your care about your location, your general condition or, unless you had instructed us otherwise, in the event of your death. In the event of a disaster, we may disclose information to a relief organization so that they may coordinate these notifications. We may also disclose information to someone who is involved with your care or helps pay for your care. If you are able and available to agree or object, we will give you the opportunity to object prior to making these disclosures, although we may disclose this information in a disaster even over your objection if we believe it is necessary to respond to emergency circumstances. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.

Sale of Health Information: MPSC will not sell your health information without your prior written authorization. The authorization will disclose that we will receive compensation for your health information if you authorize us to sell it, and we will stop any further sales of your health information that you revoke with written authorization.

Required by Law: As required by law, MPSC will use and disclose your health information, but we will limit our use and disclosure to the relevant requirements of the law. When the law requires us to report abuse, neglect or domestic violence, or respond to judicial or administrative proceedings, or to law enforcement officials, we will further comply with the requirement set forth below concerning those activities.

Public Health: MPSC may, and is sometimes required by law, to disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury, or disability; reporting child, elder or dependent adult abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure. When we report suspected elder or dependent adult abuse or domestic violence, we will inform you or your personal representative promptly unless in our best professional judgment, we believe the notification would place you a risk of serious harm or would require informing a personal representative we believe is responsible for the abuse or harm.

Judicial and Administrative Proceedings: MPSC may, and is required by law, to disclose your health information in the course of any administrative or judicial proceeding to the extent expressly authorized by a court or administrative order. We may also disclose information about you in response to a subpoena, discovery request or other lawful process if reasonable efforts have been made to notify you of the request and you have not objected or if your objections have been resolved by a court or administrative order.

Law Enforcement: MPSC is required by law, to disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order, warrant, grand jury subpoena and other law enforcement purposes.

Additionally, MPSC will disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public. Additionally, to disclose your health information to coroners in connection with their investigations of death.

Organ or Tissue Donation: MPSC may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissue.

Specialized Government Functions: MPSC may disclose your health information for military or national security purposes or to correctional institutions or law enforcement officers that have you in lawful custody.

Change of Ownership: If MPSC is sold or merged with another organization, your health information/record will become the property of the new owner, although you will maintain the right to request that copies of your health information be transferred to another physician or medical group. If a change in ownership occurs, you will be notified in writing upon the completed sale or merger.

Breach Notification: In the case of a breach of unsecured protected health information; we will notify you as required by law. We may provide notification by phone or in writing as appropriate.

Research: MPSC may disclose your health information to researchers conducting research with respect to which your written authorization is not required as approved by an Institutional Review Board or privacy board, in compliance with governing law.

When This Medical Practice May Not Use or Disclose Your Health Information:

Except as described in the Notice of Privacy Practices, MPSC will, consistent with its legal obligations, not use or disclose health information which identifies you without your written authorization. If you do authorize MPSC to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time. Your Health Information Rights.

Right to Request Special Privacy Protections: You have the right to request restrictions on certain uses and disclosures of your health information by a written request specifying what information you want to limit, and what limitations on our use and disclosure of that information you wish to have imposed. If you tell MPSC not to disclose information to your commercial health insurance plan concerning health care items or services for which you paid for in full out-of-pocket, we will abide by your request, unless we must disclose the information for treatment or legal reasons. We reserve the right to accept or reject any other request, and will notify you of our decision.

Right to Request Confidential Communications: You have the right to request that you receive your health information in a specific way or at a specific location. We will comply with all reasonable requests submitted in writing which specify how or where you wish to receive these communications.

Right to Inspect and Copy-: You have the right to inspect and copy your health information, with limited exceptions. To access your medical information, you must submit a written request detailing what information you want access to, whether you want to inspect it or get a copy of it, and if you want a copy, your preferred form and format. We will provide copies of your requested form and format if it is readily producible, or we will provide you with an alternative format you find acceptable, or if we can't agree and we maintain the record in an electronic format, your choice of a readable electronic or hardcopy format. We will also send a copy to any other person you designate in writing. We will charge a reasonable fee which covers our costs for labor, supplies, postage, and if requested and agreed to in advance, the cost of preparing an explanation or summary. We may deny your request under limited circumstances. If we deny your request to access your child's records or the records of an incapacitated adult you are representing because we believe allowing access would be reasonably likely to cause substantial harm to the patient, you will have a right to appeal our decision.

Right to Amend or Supplement: You have the right to request that we amend your health information that you believe is incorrect or incomplete. You must make a request to amend in writing, and include the reasons you believe the information is inaccurate or incomplete. We are not required to change your health information, and will provide you with information about MPSC's denial and how you can disagree with the denial. MPSC may deny your request if we do not have the information, if we did not create the information (unless the person or entity that created the information is no longer available to make the amendment), if you would not permit to inspect or copy the information at issue, or if the information is accurate and complete as it is. If we deny your request, you may submit a written statement of your disagreement with that decision, and we may, in turn, prepare a written rebuttal. All information related to any request to amend will be maintained and disclosed in conjunction with any subsequent disclosure of the disputed information.

Right to an Accounting of Disclosures: You have a right to receive an accounting of disclosures of your health information made by MPSC, except that MPSC does not have to account for the disclosures provided to you or pursuant to your written authorization, or as described in "How This Medical Practice May Use or Disclose Your Health Information" of the Notice of Privacy Practices or disclosures for purposes of research or public health which exclude direct patient identifiers, or which are incident to a use or disclosure otherwise permitted or authorized by law, or the disclosures to a health oversight agency or law enforcement official to the extent that MPSC has received notice from that agency or official that providing this accounting be reasonably likely to impede activities.

Right to a Paper or Electronic Copy of this Notice: You have a right to notice of our legal duties and privacy practices with respect to your health information, including a right to a paper copy of this Notice of Privacy Practices, even if you have previously requested its receipt by e-mail.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact MPSC directly.

CHANGES TO THIS NOTICE OF PRIVACY PRACTICES:

We reserve the right to amend this Notice of Privacy Practices at any time in the future. Until such amendment is made, we are required by law to comply with the terms of this Notice currently in effect. After an amendment is made, the revised Notice of Privacy Practices will apply to all protected health information that we maintain, regardless of when it was created or received. We will keep a copy of the current Notice of Privacy Practices posted in our reception area, and a copy will be available at each appointment. We will also post the current Notice of Privacy Practices on our website.

COMPLAINTS:

Complaints about this Notice of Privacy Practices or how MPSC handles your health information should be directed to our Practice Administrator: Janai Bassler.

If you are not satisfied with the way this office handles a complaint, you may submit a formal complaint to:

Region III - Philadelphia (Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia)
Barbara Holland, Regional Manager Office for Civil Rights
U.S. Department of Health and Human Services
150 S. Independence Mall West Suite 372, Public Ledger Building
Philadelphia, PA 19106-9111
Main Line (800) 368-1019
FAX (215) 861-4431
TDD (800) 537-7697

The complaint form may be found at: www.hhs.gov/ocr/privacy/hipaa/complaints/hipcomplaint.pdf

You will not be penalized in any way for filing a complaint.