

Notice of Privacy Practices

Effective date: January 1, 2011

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT AN INDIVIDUAL MAY BE USED AND DISCLOSED AND HOW ONE CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Understanding your health record

A record is made each time an individual visits a hospital, physician, or other health care provider. Symptoms, examination and test results, diagnoses, treatment, and a plan for future care are recorded. This information is most often referred to as the "health or medical record," and serves as a basis for planning an individual's care and treatment. It also serves as a means of communication among any and all other health professional who may contribute to the individual's care. Understanding what information is related in a person's record and how that information may be used will help you to ensure its accuracy, and enable one to relate to who, what, when, where and why others may be allowed to access to their health information. This effort is being made to assist an individual in making informed decisions before authorizing disclosure of medical information to others. Use or disclosure of a person's health information will follow more stringent State of Federal laws.

Understanding your health information rights

A health record is the physical property of the health care practitioner or facility that compiled it but the content is about an individual and therefore belongs to that individual. One has the right to request restrictions on certain uses and disclosures of information, and to request that amendments be made to their health record. An individual's rights include being able to review or obtain a paper copy of their health information, and to be given an account of all disclosures. One may also request that communications of their health information be made by alternative means or to alternative locations. Other than activity that has already occurred, an individual may revoke any further authorizations to use or disclosure of their health information.

Our responsibilities

The practice is required to maintain the privacy of an individual's health information and to provide them with notice of the legal commitment and privacy practices with respect to the information collected and maintained about the individual. The office is required to abide by the terms of the notice and to inform the individual if they are unable to grant requested restrictions or reasonable desires of communicating health information by alternative means or to alternative locations.

The office reserves the right to change its practices and effect new provisions that enhance the privacy standards of all patient medical information. In the event that changes are made, the office will notify the individual at the current address provided in their medical file.

Other than for reasons described in this notice, the practice agrees not to use or disclose any health information without the individual's authorization.

To receive additional information or report a problem

For further explanation of this notice you may contact Michael Weise at 410-822-2250. IF an individual believes their privacy rights have been violated, they have the right to file a complaint with the practice by contacting the individual above, or by contacting the Secretary of Health and Human Services, with no fear of retaliation by the practice.

Your health information will be used for treatment, payment and health care operations.

Treatment- Information obtained by the health practitioner in the office will be recorded in an individual's medical record and used to determine the best course of treatment consisting of the physician's recorded expectations and those of others involved in providing the individual's care. Sharing of health information may progress to others involved in that individual's care, such as specialty physicians or lab technicians.

Payment- The individual's health care information shall be provided for receiving payment for services rendered by the practice. A bill may be sent to the individual or a third-party payer with accompanying documentation that identifies that individual and their diagnosis, procedures performed and supplies used.

Health Care Operations

The office staff shall use the individual's health information to assess care received and outcome of the case compared to others like it. Information may be reviewed for risk management or quality improvement purposes in the efforts to continually improve the quality and effectiveness of the care and services provided by the practice.

Understanding our office policy for specific disclosures

Business Associates- Some or all of an individual's health information may be subject to disclosure through contracts for services to assist the practice in providing health care. To protect the individual's health information, Business Associates are required to follow the same standards held by the office through terms detailed in a written agreement.

Notification- A health record may be used to notify or assist family members, personal representatives, or other persons responsible for the individual's care to enhance their well being or whereabouts.

Communications with Family- Using best judgement, a family member, or close personal friend, identified by a person, may be given information relevant to their care and/or recovery.

Funeral directors- Health information may be disclosed consistent with laws governing mortician services.

Worker's Compensation- The practice will release information to the extent authorized by the law in matters of worker's compensation.

Correctional Facilities- The practice shall release medical information on incarcerated individuals to correctional agents or institutions for the necessary welfare of the individual or for the health and safety of other individuals. The rights outlined in this Notice of Privacy Practices will not be extended to incarcerated individuals.

Law Enforcement-(1) Health information shall be disclosed for law enforcement purposes as required under state law or in response to a valid subpoena. (2) Provisions of Federal law permit the disclosure of an individual's health information to appropriate health oversight agencies, public health authorities, or attorneys in the event that a staff member or Business Associate of the office in good faith believes that there has been unlawful conduct or violations of professional or clinical standards that may endanger one or more patients, workers, or the general public.

NOTICE OF PRIVACY PRACTICES AVAILABILITY : The terms described in this notice will be posted where registration occurs. All individuals receiving care will be offered a hard copy.