

SPINE & PAIN CARE (SPC)

Notice of Patient Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED OR DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO INFORMATION.

PLEASE REVIEW IT CAREFULLY.

SPC is required by law to protect the privacy of your personal health information, provide this notice about our information practices, and follow the information practices that are described herein.

USES AND DISCLOSURES OF HEALTH INFORMATION

SPC uses your personal health information primarily for treatment, obtaining payment for treatment, conducting internal administrative activities, and evaluating the quality of care that we provide. For example, SPC may use your personal health information to contact you to provide appointment reminders, or information about treatment alternatives or other health related benefits that could be of interest to you. SPC may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, and for emergencies. We may provide de-identified information for research studies. We also provide information when required by law. In any other situation, SPC's policy is to obtain your written authorization before disclosing your personal health information. If you provide us with written authorization to release your information for any reason, you may later revoke that authorization to stop future disclosures at any time. SPC may change its policy at any time. When changes are made, a new Notice of Patient Information Practices will be posted in a common area of our clinic. You may also request an updated copy at any time.

PATIENT'S INDIVIDUAL RIGHTS

You have the right to review or obtain a copy of your personal health information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You also have the right to request a list of instances where we have disclosed your personal health information for reason other than treatment, payment, or other related administrative purposes. You may also request in writing that we not use or disclose your personal health information for treatment, payment and administrative purposes except when specifically authorized by you, when required by law, or in emergency circumstances. SPC will consider all such requests on a case-by-case basis, but the company is not legally required to accept them.

CONCERNS AND COMPLAINTS

If you are concerned that SPC may have violated your privacy rights, or if you disagree with any decisions that we have made regarding access or disclosure of your personal health information, please contact our HIPAA Compliance Office at the address listed below. You may also send a written complaint to the US Department of Health and Human Services. For further information on SPC health information practices, or if you have a complaint, please contact us below:

HIPAA Compliance Office
SPC
1754 Woodruff Road # 105
Greenville, SC 29607

EVERY PATIENT MUST RECEIVE A COPY OF THIS FORM

I received this copy:.....(sign)

Name:

Date: