



**Notice Of Privacy Practices
for the office of
Spartanburg and Greer Ear, Nose and Throat
1330 Boiling Springs Road, Suite 1400
Spartanburg, S.C. 29303
(864)582-2900**

THIS NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Uses and disclosures for treatment, payment and health care operations

1. Treatment- This practice may use or disclose your protected health information in consultation with other health providers involved in your care.
2. Payment- This practice may use or disclose your protected health information for insurance billing, claims management or obtaining payment.
3. Healthcare Operation- This practice may use or disclose your protected health information for reviewing the competence or qualifications of health care professionals, conducting training programs in which students, trainees, or practitioners participate and the purpose of research. This practice may use or disclose your protected health information for accreditation, certification, licensing or credentialing activities.
4. This practice may use or disclosure your protected health information to our business associates who participate in our healthcare operations. These disclosures will only be made after we have satisfactory assurances in the form of a Business Associates Agreement from the business associate. These assurances will include their agreement to comply with the HIPAA rules and the compliance of any subcontractor with which they do business.
5. We will use our best judgment when disclosing health information to a family member, other relatives or any other person involved in your care that you have authorized to receive your health information.
6. This practice may use or disclose protected health information to remind you of your appointment or give you information about treatment alternatives or other health related benefits and services. If you do not wish to receive this information, you may notify our office and opt-out.
7. This practice e-mails monthly newsletters. If you do not want to receive emails, you may opt-out. Each communication contains an option to opt-out of future e-mails. If at any time you wish to receive our newsletter, you may contact our practice.

Authorized Uses or Disclosures

The following uses or disclosures require a **valid** authorization as defined by the HIPAA standards. This practice does not disclose protected health information as listed below.

1. Uses or Disclosures of Psychotherapy Notes- This practice will require an authorization for most uses and disclosures of psychotherapy notes, where applicable.
2. Uses or Disclosures for Marketing Purposes- This practice will require an authorization for uses and disclosures of protected health information used in marketing.
3. Disclosures for a Sale of Protected Health Information- This practice will require an authorization for any disclosures, which would constitute a sale of protected health information.

For any other use or disclosure you wish us to make, you may give us a written valid authorization. Your authorization must have specific instructions for the use and disclosure of your health information. You have the right to revoke the authorization in writing at any time.

Uses or disclosures requiring an opportunity for the individual to agree or object

For disclosures to others involved with your health care or payment, we will inform you in advance and give you the opportunity to agree or object. These disclosures will be limited to the information necessary to help with your health care or payment. These disclosures will only be made if you do not object.

Uses and disclosures for which an authorization or opportunity to agree or object is not required

The following uses or disclosures do not require an authorization or the opportunity for you to agree or object.

1. Uses and disclosures required by law-This practice may use or disclose protected health information to the extent required by law. The use or disclosure will comply with and be limited to the relevant requirements of such law.
2. Uses and disclosures for public health activities-This practice may use or disclose protected health information for the purpose of preventing or controlling disease, injury, disability and vital events such as birth or death.
3. This practice may disclose protected health information about an individual whom this practice reasonably believes to be a victim of abuse, neglect, or domestic violence.

4. Uses and disclosures for health oversight activities-This practice may disclose protected health information to a health oversight agency for oversight activities authorized by law. This includes audits, licensure, disciplinary actions, or civil, administrative, or criminal investigations.
5. Disclosures for judicial and administrative proceedings- This practice may, in response to an order of a court or administrative tribunal, provide only the protected health information expressly authorized by such order or subpoena.
6. Disclosures for law enforcement purposes- This practice may disclose protected health information as required by law including laws, which require the reporting of certain types of wounds or other physical injuries.
7. Uses and disclosures regarding decedents- This practice may disclose protected health information to a coroner or medical examiner for identifying a deceased person, determining a cause of death or other duties as authorized by law. We may disclose protected health information to a funeral director, as authorized by law.
8. Uses and disclosures for cadaveric organ, eye or tissue donation purposes- This practice may use or disclose protected health information to organ procurement organizations or other entities engaged in the procurement, banking or transplantation of cadaveric organs, eyes, or tissue for the purpose of facilitating donation and transplantation.
9. Uses and disclosures for research purposes- This practice may use or disclose protected health information for research, when the research has been approved by an institutional review board or privacy board, to protect your protected health information.
10. Uses and disclosures to avert a serious threat to health or safety- Consistent with applicable law and standards of ethical conduct, this practice may use or disclose protected health information if we believe the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
11. Uses and disclosures for specialized government-This practice may use and disclose the protected health information of individuals who are Armed Forces personnel for activities deemed necessary by appropriate military command authorities to assure the proper execution of the military mission.
12. Disclosures for workers' compensation-This practice may disclose protected health information as authorized and to the extent necessary to comply with laws relating to workers' compensation or other similar programs which provide benefits for work-related injuries or illness without regard to fault.

Patient rights under HIPAA

The following information describes your rights under the HIPAA Standards. This practice requires all requests for the various rights be made in writing and we will provide our decision on your request in writing. You should be aware there might be situations when there can be limitations placed on your rights. We are required to permit you to request these rights, but we are not required to agree to your request, except as in the **Right of Restriction** section.

1. Right of an individual to request a restriction of uses and disclosures

This practice will permit an individual to request that we restrict uses or disclosures of protected health information about the individual. We will consider these requests. Under your right of restriction, you may restrict certain disclosures of protected health information to a health insurance plan for payment or healthcare operation, when payment in full is made out of pocket for a healthcare item or service. We will agree to this restriction as long as your payment is honored. If payment is not honored, we are not obligated to continue to abide by the requested restriction.

2. Confidential communication requirements

This practice will permit an individual to request and will accommodate reasonable requests to receive communications of protected health information from our practice by alternative means or at an alternative location.

3. Access of individuals to protected health information

An individual has a right of access to inspect and obtain a copy of protected health information about the individual in a designated record set except as prohibited by state or federal law or certain other exemptions. Your access may be provided in electronic form or in another form or format. As permitted by state and federal law, we may charge you a reasonable cost based fee for a copy of your record. Questions about the fee should be addressed to our Medical Records Administrator (864) 278-1449.

4. Amendment of protected health information

An individual has the right to ask this practice to amend their protected health information or a record about the individual in a designated record set as long as the protected health information is maintained in the designated record set.

5. Accounting of disclosures of protected health information

An individual has a right to receive an accounting of disclosures of protected health information made by this practice in the past but not before April 14, 2003. The accounting will not include disclosures made for treatment, payment, or operations, as well as authorized disclosures or disclosures made for which you had an opportunity to agree or object. You may receive one free accounting in a 12 month period. There will a reasonable cost based fee for additional requests.

6. Right of Breach Notification

An individual has the right to and will receive a notification of any breach of their unsecured protected health information as defined by the Breach Notification Rule. We will fulfill our obligation to provide notice in accordance to HIPAA standards.

Copy of this notice

You have a right to a copy of this notice. Even if you agreed to receive an electronic copy, you may request and receive a paper copy.

Our Duties

This practice is required by law to maintain the privacy of protected health information and to provide individuals with notice of our legal duties and privacy practices with respect to protected health information.

This practice is required to abide by the terms of the notice currently in effect.

This practice is required to notify you of any change in a privacy practice, which is described in the notice to protected health information that we created or received prior to issuing a revised notice. We reserve the right to change the terms of our notice and to make the new notice provisions effective for all protected health information that we maintain. Revised Notices will be available and posted at our office(s) and posted on our web site, if applicable.

Complaints

If at any time you feel we have violated your HIPAA rights, please contact our Privacy Officer or the Secretary of Health and Human Services. This practice will not retaliate against any individual for filing a complaint.

Contact

You have the right to file a complaint with our Privacy Officer (office administrator) at the address and phone number at the top of this notice or with the Office of Civil Rights, US Department of Health and Human Services, 61 Forsyth St., SW, Suite 3B70, Atlanta, GA 30323.

For more information regarding the law, refer to website for US Department of Health and Human Services
Revision of previous privacy practice notice
Effective Date of this notice is July 1, 2013