

## **HIPAA Notice of Privacy Practices**

The Health Insurance Portability and Accountability Act (HIPAA) includes rules that health care providers must follow regarding personal medical record information. These new rules were designed by the U.S. Government to help you to understand how your medical record information can be used. These U.S. Government rules apply to every health care provider that transmits health information electronically.

- Protected Health Information (PHI) means any information, including demographics, whether oral, electronic, or paper, which is created or received by a health care provider and relates to your health care or payment for the provision of health care. This includes the results of your tests, and notes written by providers, as well as your name, address, and telephone number.

This notice describes how medical record information about you may be used and disclosed and how you can get access to your protected health information.

### **How ReforMedicine, SC Handles Your Medical Record Information**

"Use" is the sharing of PHI among the employees of ReforMedicine, SC, (consisting of physicians and medical assistants) who work together for your good health. All of your information is stored in a secured electronic medical record. Everyone who works at ReforMedicine, SC is required to protect your medical record information. Health care professionals access your medical record information only when necessary, such as for treatment, payment, or health care operations.

### **ReforMedicine, SC Duties**

ReforMedicine, SC as required by state and federal laws, keeps all PHI secured, encrypted, and confidential.

ReforMedicine, SC is required by law and will provide you with this Notice explaining the legal duties and privacy practices relating to your PHI. This Notice is posted in the clinic, posted on the ReforMedicine, SC website, and a written copy will be provided to you upon request.

- ReforMedicine, SC is required to, and will follow, the rules of this Notice currently in effect.

### **Fulfillment of those Duties**

ReforMedicine, SC staff, employees, and independent contracted physician(s), shall access only the information necessary to perform their job and those who violate these rules are subject to discipline, up to and including termination.

### **Information about this Notice**

The effective date of this Notice is September 22, 2013, and ReforMedicine, SC reserves the right to change the terms of this Notice in accordance with the HIPAA rules or other laws. From time to time, this Notice may be revised or updated and it will be posted in the clinic, posted on

the ReforMedicine, SC website, and made available upon patient request.

## **Use and Discloses of PHI**

Any uses and disclosures, other than those specified in this section, will be made only with your written authorization which authorization may be later revoked by you, except to the extent that your authorization has already been relied upon.

## **Treatment**

ReforMedicine, SC will use and disclose your PHI to provide, coordinate, or manage your care or continuing care outside of ReforMedicine, SC if need be. For example, ReforMedicine, SC utilizes an outside private independent laboratory for all testing purpose and your personal information is shared with the laboratory to accomplish such testing.

## **Payment**

**ReforMedicine, SC IS A DIRECT PAY PRIVATE MEDICAL PRACTICE. THERE IS NO TRANSMISSION, ELECTRONIC OR OTHERWISE, OF YOUR PHI FOR PAYMENT PURPOSES TO THE U.S. GOVERNMENT, MEDICARE, MEDICAID, TO ANY PRIVATE INSURANCE CARRIER, NOR ANY OTHER THIRD-PARTY PAYOR UNDER ANY CIRCUMSTANCE.** Therefore, ReforMedicine, SC does not share any of your personal medical record information. However, your demographic information is shared with the bank to process your personal checks and/ or your credit card payment for medical services rendered at time of service.

## **Health Care Operations**

Under certain limited circumstances, ReforMedicine, SC may use your PHI for various internal purposes such as monitoring and improving patient care, educational and training purposes, and improving health care and weight loss program services. An example would be that your medical record information would be reviewed to respond to a complaint or concern regarding your particular care at ReforMedicine, SC.

## **Patient Contacts**

At times, ReforMedicine, SC may use your PHI such as your name, address, e-mail address, or telephone number to contact you to provide appointment reminders or facilitate on-line electronic scheduling of appointments through ReforMedicine, SC's secure patient portal.

## **Individuals Involved in Care and Notification**

ReforMedicine, SC may not disclose PHI to a family member or friend involved in your care unless you provide written authorization. If family members or friends are present in the exam room while care is being provided, ReforMedicine, SC will assume your companions may hear the discussion, unless you object.

## **Workers Compensation**

If you file an application for hearing with the Department of Workforce Development, your PHI will be disclosed, upon request, in connection with that proceeding.

ReforMedicine, SC will disclose your PHI that is reasonably related to the condition which you are claiming compensation when you report an injury to be work-related.

### **Patient's Rights with Respect to PHI Breach of PHI**

If in the unlikely event of a breach of medical record information maintained by ReforMedicine, SC due to events such as fire, computer theft or hacking, you will be notified of such breach and circumstances as soon as practicable.

### **Right to Inspect and Copy**

You have a right to inspect and copy your PHI maintained in your medical record. You or a person authorized by you may request a print-out of your medical record during regular business hours. To obtain a copy, you may download and print from the ReforMedicine, SC website an authorization form to complete. A reasonable fee will be charged to cover the expense of providing that paper copy to you. You also have the right to request an electronic copy of your medical record. You may request that through the secure patient portal on the ReforMedicine, SC website.

### **Right to Request an Amendment or Restriction**

You have the right to request that your PHI maintained in the ReforMedicine, SC electronic medical record be amended. You may send in a written request to do so. The request should include a reason to support the amendment. ReforMedicine, SC may deny it. If it is denied, ReforMedicine, SC will give you a written explanation of the denial and explain your rights.

### **Right to Request Type of Communication**

You have the right to ask ReforMedicine, SC to restrict the use or disclosure of your PHI to family members or other persons involved in your care or to request that discussions about your condition or care be between only you and your physician.

### **Right to Obtain a Paper Copy of the Notice of Privacy Practices**

You may request a paper copy of this Notice of Privacy Practices at any time. Additionally, this Notice is posted in the clinics and on the website [www.ReforMedicine.com](http://www.ReforMedicine.com).

### **Complaints**

If you believe that ReforMedicine, SC has violated your privacy rights and you want to file a complaint, you may send a letter to the Department of Health and Human Services, 200 Independence Avenue, S.W., Washington, D.C. 20201. ReforMedicine, SC respects your right to file a complaint. ReforMedicine, SC would not legally or ethically take any action against you for filing a complaint. ReforMedicine, SC reserves the right to maintain an environment that serves the best interests of its patients, their families, and the health care professionals.

January 1, 2019