



## Notice of Privacy Practices Effective 8/12/24

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

### ***Our Commitment to your Privacy***

- We understand that information about you and your health is personal.
- We are committed to protecting information about you.
- We create a record of care and services you receive. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all records of your care generated by us, whether made by our staff or your provider. Your provider may have different policies or notices regarding the use and disclosure of your information created in the provider’s office or clinic.

This notice will describe your rights, and certain responsibilities we have regarding the use and disclosure of your information. This notice will also tell you about the ways in which we may use and disclose information about you.

### **Your Rights**

When it comes to your health information, you have certain rights. You have the right to:

Inspect or receive an electronic or paper copy of your medical record.	<ul style="list-style-type: none"> <li>• You can ask to see or get a copy of your medical records and other health information we have about you. This request may require a written authorization by you. Contact us using the information on the back page to make this request.</li> <li>• We will provide a copy usually within 30 days of your request. There may be a reasonable, cost-based fee to provide the requested information.</li> </ul>
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<p>Request an update to your medical record.</p>	<ul style="list-style-type: none"><li>• If you feel the information, we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by us. To request an amendment, your request must be submitted to us in writing. Contact us using the information on the back page to make this request.</li><li>• We may deny your request. We will let you know in writing the reason why within 30 days.</li></ul>
<p>Request an accounting of disclosures we have made to share your information.</p>	<ul style="list-style-type: none"><li>• You can request a list (accounting) of disclosures where we have shared your health information, to include who we shared it with, and why. The list will include all disclosures except for our own uses for treatment, payment and health care operations, and certain other disclosures (such as any you requested us to make, or exceptions required by law).</li><li>• To request this list, you must submit your request in writing. Your request must state a time period which may not be longer than six years prior to the date of the request. Contact us using the information on the back page to make this request.</li><li>• The first list you request within a 12-month period will be free. Additional lists may be charged for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.</li></ul>
<p>Request confidential communications.</p>	<ul style="list-style-type: none"><li>• You can request that we communicate with you about health matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.</li><li>• To request confidential communications, you must make a written request. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted. Contact us using the information on the back page to make this request.</li></ul>
<p>Receive a paper copy of this notice.</p>	<ul style="list-style-type: none"><li>• You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. Contact us using the information on the back page to promptly receive a copy of this notice.</li><li>• You may also obtain a copy of this notice at our website: <a href="http://Centerpain.com">Centerpain.com</a></li></ul>

<p>Choose someone to act for you.</p>	<ul style="list-style-type: none"> <li>• If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.</li> <li>• We will make sure the person has this authority and can act for you before we take any action.</li> </ul>
<p>File a complaint if you feel your rights have been violated.</p>	<ul style="list-style-type: none"> <li>• You may file a complaint with us if you believe your privacy rights have been violated. You may contact us by using the information on the back page. Complaints may be submitted by email or mail.</li> <li>• You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696- 6775, or visiting <a href="http://www.hhs.gov/ocr/privacy/hipaa/complaints/">http://www.hhs.gov/ocr/privacy/hipaa/complaints/</a>.</li> <li>• You will not be penalized or retaliated against for filing a complaint.</li> </ul>

### Your Choices

For certain situations, you can tell us about your preference on what health information we can share. Talk to us, let us know what you would like for us to do, and we will follow your instructions.

<p>Disclose information when requested by you.</p>	<p>The following disclosures may require a written authorization by you.</p> <p><i>If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.</i></p> <ul style="list-style-type: none"> <li>• Sharing information with family, close friends or others involved in your care.</li> <li>• Sharing information in a disaster relief situation.</li> </ul>
<p>We never share your information unless you give us written permission.</p>	<ul style="list-style-type: none"> <li>• Marketing purposes.</li> <li>• Fundraising.</li> <li>• Sale of your information.</li> </ul>

<p>Ask us to limit what we use or share.</p>	<ul style="list-style-type: none"> <li>• You may request to restrict or limit the information we use or disclose about you for treatment, payment or our health care operations.</li> <li>• You may request a limit on the information we disclose about you to someone who is involved in your care or the payment for your care.</li> <li>• If you, or someone else on your behalf (other than a health plan or insurer), has paid for the item or service full, you may ask us to not disclose that information for the purpose of payment or our operations with your health plan or insurer. Even if you request this special restriction, we can disclose the information to a health plan or insurer for purposes of treating you. We will say “yes” unless the disclosure is required by law.</li> <li>• To request these limitations and restrictions, you must make your request in writing. In your request, you must tell us what information you want to limit; whether you want to limit our use, disclosure or both; and to whom you want the limits to apply.</li> <li>• We are not required to agree to the above requests and may say “no” if it would affect your care.</li> </ul>
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## Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and provide you with a copy.
- We will not use or share your information other than as described in this notice unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind. This will stop any further use or disclosure of your information for the purposes covered by your written authorization.

## Our Uses and Disclosures of your Health Information

We typically share your health information in the following ways.

<p>Provide treatment for you.</p>	<p>We can use information about you to provide you with medical treatment or services. We may disclose information about you to doctors, nurses, technicians, health care students, or other personnel who are involved in taking care of you.</p>	<p>For example, a doctor treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process.</p>
<p>Payment for services provided to you.</p>	<p>We can use and disclose information about you so that the treatment and services you receive may be billed to and payment may be collected from health plans or other entities.</p>	<p>For example, we may need to give information about treatment you received to your health plan so it will pay for services.</p>
<p>Operate our organization.</p>	<p>We can use and disclose information about you for our health care operations. These uses and disclosures are necessary to run our organization and make sure that all of our patients receive quality care.</p>	<p>For example, we may use information to review our treatment and/or services to evaluate the performance of our staff and improve our services for you.</p>

We are also allowed, or required, to share your health information in other ways. Usually in ways that contribute to the public good, such as public health and safety, or research. The following categories describe the different ways we may share your health information. We must meet conditions in the law before we can share your information for the purposes described. For each category of uses or disclosures, we will explain what we mean and give examples, as appropriate.

<p>Public health and safety activities</p>	<p>We can disclose information about you for public health and safety situations such as to:</p> <ul style="list-style-type: none"> <li>• Prevent or reduce a serious threat to anyone’s health or safety,</li> <li>• Prevent or control disease, injury, or disability,</li> <li>• Report births and deaths,</li> <li>• Report suspected abuse or neglect of children, elders and dependent adults, or domestic violence,</li> <li>• Report adverse reactions to medications or problems with products.</li> </ul>
<p>Required by law.</p>	<p>We will disclose information about you when required to do so by federal, state, or local law, including with the Department of Health and Human Services if it wants to see that we are complying with federal privacy laws.</p>
<p>Health Information Exchange.</p>	<p>We may disclose your health information electronically with other groups through a Health Information Exchange network. These other groups may include hospitals, laboratories, doctors, public health departments, and health plans. For example, if you travel and need treatment, it allows other doctors that participate to electronically access your information to help care for you.</p>
<p>Research.</p>	<p>We can use or share information about you for health research.</p>
<p>Address workers’ compensation, law enforcement and other government requests.</p>	<p>We can use or disclose health information about you:</p> <ul style="list-style-type: none"> <li>• For workers’ compensation claims.</li> <li>• For law enforcement purposes such as to report certain threats to third parties, about a death that may be the result of criminal conduct, criminal conduct at one or our facilities.</li> <li>• With health oversight agencies for activities authorized by law.</li> </ul>

Organ and tissue donation.	We can disclose information about you with organ or tissue procurement organization.
Respond to lawsuits and legal actions.	<p>We can disclose information about you in response to a court or administrative order, or in response to a subpoena.</p> <p>We can disclose health information to courts, attorneys, and court employees in the course of conservatorship, and certain other judicial or administrative proceedings.</p> <p>NOTE: This does not include Reproductive Health Care Services. This kind of information will not be shared without your authorization.</p>
Work with coroners and medical examiners.	We can release information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.
Psychotherapy note <sup>1</sup> .	We do not share or maintain Psychotherapy notes at this practice.
Special considerations and/or disclaimers.	<p><i>We will never share any substance abuse treatment records without your written permission.”</i></p> <p><i>We do not create or manage a hospital directory.</i></p> <p><i>We do not create or maintain psychotherapy notes”</i></p>

### Who Will Follow this Notice

This notice describes Center for Interventional Pain & Spine practices and that of:

- Any health care professional authorized to enter information into your health record.
- All departments, units, clinics, facilities, and offices.
- Any member of a volunteer group we allow to help you while you are in our care.
- All employees, staff, and other personnel.
- Any business associates we contract to conduct services on our behalf.

All these entities, sites, and locations follow the terms of this notice. In addition, these entities, sites, and locations may share your information with each other for treatment, payment or health care operations purposes described in this notice.

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### Changes in the Terms of this Notice

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for information we already have about you as well as any information we receive in the future. The new notice will be available on request, on our website and in all of our office locations. The updated notice will contain the effective date with the revisions.

### Contact Information

For questions regarding this notice, additional information, or requests, contact

Privacy Officer: Jen Colonna  
291 Carter Dr. Middletown, DE 19709  
(P) 844-365-7246  
jennac@centerisp.com





