

Morris Spine & Sport

Notice of Health Information Practices

HIPAA Policy

This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Introduction

At Morris Spine & Sport we are committed to treating and using protected health information about you responsibly. This notice describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information.

Understanding Your Health Record / Information

Each time you visit Morris Spine & Sport a record of your visit is made. Typically, this record contains your complaint, examination and test results, diagnosis, treatment and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment,
- Means of communication among the many health professionals who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer can verify that services billed were actually provided,
- A tool in educating health professionals,
- A source of data for medical research,
- A source of information for public health officials charged with improving the health of this state and the nation,
- A source of data for our planning and marketing,
- A tool with which we can assess and continually work to improve care we render and the outcomes we achieve

Understanding what is in your record and how your health information is used helps you to ensure its accuracy, better understand who, what, when, where and why others may access your health information and make more informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of Morris Spine & Sport, the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of health information practices upon request,
- Inspect and copy your health record,
- Request that your health record be amended to correct incomplete or incorrect information,
- Obtain an accounting of disclosures of your health information,
- Request communications of your health information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of your information
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken

Our Responsibilities

Morris Spine & Sport is required to:

- Maintain the privacy of your health information,
- Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you,
- Abide by the terms of this notice,
- Notify you if we are unable to agree to a requested restriction,
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations

This facility will generally only disclose medical information about you for purposes of treatment, payment or healthcare operations.

Other Disclosures

Unless you object, we may disclose to a family member, other relative, close personal friend or other person responsible for your care, health information relevant to that person's involvement in your care or in payment for such care or in an emergency situation.

We may also contact you to provide you with appointment reminders, with information about treatment alternatives, or with information about other health-related benefits and services that may be of interest to you. Communication may also include newsletters, postcards, referral thank-you cards, etc.

We reserve the right to amend, change, or eliminate provisions in our privacy practices and enact new provisions regarding the protected health information that we maintain. If our information practices change, we will amend this Notice. You are entitled to receive a revised copy of the Notice by contacting our facility.

For More Information or to Report a Problem

If you have questions, would like additional information, or want to report a problem regarding the handling of your information, you may contact our facility's Privacy Officer, Carolyn Ilnicki, DC at 12 James Street, Morristown, NJ 07960 and/or 973-285-0888.

Additionally, if you believe your privacy rights have been violated you can file a complaint with the Privacy Officer, or with the Secretary of Health and Human Services at the U.S. Department of Health and Human Services, 200 Independence Ave., S.W., Washington, DC 20202. We cannot, and will not, retaliate against you for filing a complaint with either the Privacy Officer or the Secretary of Health and Human Services.

I have read this Notice and understand my rights contained in this notice.

By way of my signature I provide Morris Spine & Sport with my authorization and consent to use and disclose my protected health information for the purposes as described in this Notice.

Patient's Name (Print)

Patient's Signature

Date