

HIPAA



Notice of Privacy Practices

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides safeguards to protect your privacy. This form is provided to inform you of the practices of Maryland Endocrine PA regarding safeguarding your information under the HIPAA Act. This notice is subject to change as HIPAA is amended. This document contains the following terms which may at times be abbreviated to remain concise:

- HIPAA, Health Insurance Portability and Accountability Act
- EMR, Electronic Medical Record
- SMS, Short message service
- PHI, Protected Health Information

Please read the following statements in full. You will be requested to sign acknowledging this consent electronically or on paper.

1. Patient information will be kept confidential except as necessary to provide services or to ensure that all administrative matters related to your care are handled appropriately. This specifically includes the sharing of information with other healthcare providers, laboratories, and health insurance payers as necessary and appropriate for your care. Patient files are stored in an electronic format known as an Electronic Medical Record (EMR). For review minimal records may be kept in file folders temporarily, in administrative areas such as the front office, examination room, etc. These records will not be available to persons other than office staff and will be discarded after use in HIPAA compliant shredding bins. By acknowledging this and the statements below you agree to the normal procedures utilized within the office for handling charts, patient records, PHI and other documents or information.
2. It is the policy of this office to remind patients of their appointments. We may do this by automated telephone, automated short message service (SMS), e-mail, or by any means convenient for Maryland Endocrine PA and/or requested by you. We may send you other communications informing you of changes to office policy and new technology that you might find valuable or informative. Maryland Endocrine PA will only send these messages to the phone, e-mail, or mailing address provided by you. Failure to update this information may result in your appointment information being sent to people you have not formally released information to. We advise and ask all our patients to regularly update their demographic information at the time of their appointment.
3. Maryland Endocrine PA utilizes a number of vendors in the conduct of business. These vendors may have access to protected health information (PHI) but must agree and abide by the confidentiality rules of HIPAA

4. You understand and agree to inspections of the office and review of documents which may include PHI by government agencies or insurance payors in the normal performance of their duties.
5. You agree to bring any concerns or complaints regarding privacy to the attention of the office manager or the doctor.
6. Your confidential information will not be used for the purposes of marketing or advertising products, goods, or services.
7. We agree to provide patients with access to their records in accordance with state and federal laws.
8. You have the right to restrict the use of your health information, but the Practice does not have to agree to the restrictions.
9. The practice reserves the right to change the HIPAA Notice of Privacy Practices at any time. If these practices are changed, you will be notified at your next appointment and requested to consent to the new practices prior to treatment.
10. The patient may revoke their consent to the above practices in writing at any time, and all future disclosures will cease.
11. Maryland Endocrine PA must receive records requests in a method which can be documented and acted upon. The preferred method for this is a signed release for the purposes of fulfilling medical records requests under HIPAA.

By signing electronically or on paper, you acknowledge that you the patient has received a copy of our HIPAA practices notice. Signing below consents to these practices unless otherwise specified in writing.