

Notice of Privacy Practices

Glen Burnie Chiropractic and Physical Therapy, LLC is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices at the Glen Burnie Chiropractic and Physical Therapy, LLC please contact:

Dr. Arash Yousefi, D.C., Owner, 337 Hospital Drive. Bldg. B, Glen Burnie, MD 21061. 410-761-7955.

Effective Date of this Notice: November 14, 2012

1. How The Glen Burnie Chiropractic and Physical Therapy, LLC may use or disclose your health information:

The Glen Burnie Chiropractic and Physical Therapy, LLC collects health information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of The Glen Burnie Chiropractic and Physical Therapy, LLC, but the information in the medical record belongs to you. The Glen Burnie Chiropractic and Physical Therapy, LLC protects the privacy of your health information. The law permits The Glen Burnie Chiropractic and Physical Therapy, LLC to use or disclose your information for the following purposes:

- a. Treatment
- b. Payment
- c. Regular Health Care Operations
- d. Information provided to you
- e. Notification and communication with family. *We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition, or in the event of your death. If you are able to and available to agree or object, our health professionals will use their best judgment in communication with your family and others.*
- f. Required by Law: *As required by law, we may use and disclose your health information.*
- g. Public Health: *As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect, reporting domestic violence, reporting Food and Drug Administration problems with*

products and reactions to medications, and reporting disease or infection exposure.

- h. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, licensure and other proceedings.*
- i. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceedings.*
- j. Law enforcement. We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.*
- k. Deceased person information. We may disclose your health information to coroners, medical examiners and funeral directors.*
- l. Organ Donation. We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.*
- m. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board or “this organization’s” privacy board.*
- n. Public safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.*
- o. Specialized government functions. We may disclose your health information for military, national security, prisoner and government benefits “only for health plan” purposes. *Note that disclosures for government benefits purposes are limited to health plans only.*
- p. Worker’s compensation. We may disclose your health information as necessary to comply with worker’s compensation laws.*
- q. Marketing. We may contact you to provide appointment reminders or to give you information about other treatments or health-related benefits and services that may be of interest to you.*

- r. Fund-raising. We may contact you to participate in fund-raising activities for The Glen Burnie Chiropractic and Physical Therapy, LLC.
- s. Health Plan. We may disclose your health information to the sponsor of your health plan.
- t. Change of ownership. In the event that The Glen Burnie Chiropractic and Physical Therapy, LLC is sold or merged with another organization, your health information and record becomes the property of the new owner.

2. Your Health Information Rights:

- a. You have the right to request restrictions on certain uses and disclosures of your health information. The Glen Burnie Chiropractic and Physical Therapy, LLC is not required to agree to the restrictions you requested.
- b. You have the right to receive your health information through a reasonable alternative means or at an alternative location.
- c. You have the right to inspect and copy your health information.
- d. You have the right to request that The Glen Burnie Chiropractic and Physical Therapy, LLC amend your health information that is incorrect or incomplete.
- e. You have the right to receive an accounting of disclosures of your health information made by The Glen Burnie Chiropractic and Physical Therapy, LLC except that The Glen Burnie Chiropractic and Physical Therapy, LLC does not have to account for the disclosures described in parts: a (treatment), b (payment), c (health care operations), d (information provided to you), and o (specialized government functions) of Section 1 of this Notice of Privacy Practices.
- f. You have the right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact:

*Dr. Arash Yousefi, D.C., Owner, 337 Hospital Drive, Bldg. B, Glen Burnie, MD 21061
410-761-7955.*

Read By: _____ **Date:** _____