

# **PAIN CARE & NATURAL MEDICINE CENTER OF CHARLESTON**

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## **NOTICE OF PRIVACY PRACTICES**

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

Contact this office with any questions about this notice

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This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment, or health care operations, and for other purposes that are permitted or required by law. It also describes your rights to access and correct your PHI, which includes information that may identify you and that relates to your past, present, or future health condition as provided by the Pain Care and Natural Medicine of Charleston (Pain Care).

The posting and distribution to you of this notice is required under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which became effective on April 14, 2003. Privacy Standards are enforced by the Office of the Inspector General, Department of Health & Human Services of the United States Government. Pain Care is required to abide by the terms of this Notice of Privacy Practices. We may change the terms of this notice at any time, and any new notice will be effective for all PHI that we maintain at that time, and we will provide you with any revisions upon request.

### **TYPES OF PERSONAL INFORMATION WE COLLECT**

Pain Care collects and maintains a variety of personal and health information when delivering medical services or providing treatment for you. You provide some of this information when you initially become our patient, such as your address, Social Security Number, employment information, insurance information, and your medical history from other physicians and other health care providers. We limit the collection of PHI to that which is necessary to conduct our business, to provide quality treatment, and to meet regulatory requirements.

### **HOW PHI IS PROTECTED**

Pain Care treats PHI securely and confidentially. We limit access to that information to only those persons, both inside and outside the practice, who need to know to provide services to you. All individuals are trained on the importance of safeguarding PHI and know that they must comply with practices and procedures and will all applicable laws.