

Center for Pain Management

Notice of Privacy Practices

As required by the privacy regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Center for Pain Management Commitment

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review this notice carefully. This notice was published and became effective on March 21, 2003.

Our Commitment to your Privacy

Our practice is dedicated to maintaining the privacy of your **individually identifiable health information** (IHII). In conducting our business, we will create records regarding you and the treatment and services we provide to you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with this notice of our legal duties and privacy practices concerning your IHII. By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect. We realize that these laws are complicated, but we must provide you with the following important information:

- How we may use and disclose your IHII
- Your privacy rights in your IHII
- Our obligation concerning the use and disclosure of your IHII

The terms of this notice apply to all records containing your IHII that are created or retained by our practice. We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your rerecords that our practice has created or maintained in the past, and for any of your records that we may create or maintain in the future. CPM will post a copy of our current "Notice of Privacy Practices" in our office lobby at all times, and you may request a copy of our most current Notice at any time.

We may use and disclose your IHII in the following ways :

1. Treatment
2. Payment
3. Health care operations
4. Appointment reminders
5. Treatment options
6. Information about health-related benefits and services
7. Release of information to designated family/friends as necessary for your care.
8. Disclosures required by law

Use and disclosure of your IHII can be made in certain special circumstances:

1. Public health risks
2. Health oversight activities
3. Lawsuits and similar proceedings
4. Law enforcement officials
5. Deceased patients
6. Organ and tissue donation
7. Research
8. Serious threat to health or safety
9. Military
10. National security
11. To Correctional institutions
12. Workers Compensation

Rights

Your Rights Regarding Your IHII are as follows:

1. Confidential communications
2. Requesting restrictions
3. Inspections and copies
4. Amendment to your medical record
5. Accounting of disclosures
6. Right to a paper copy of this notice
7. Right to file a complaint
8. Right to provide an authorization for other uses and disclosures

If you have any questions regarding this notice of our health information privacy policies, please contact:

CPM Privacy Officer

1445 Christy Drive

Jefferson City, MO 65101