

Pain Management Specialists

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW PROTECTED MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

- 1) Pain Management Specialists is permitted to make uses and disclosures of protected health information for treatment, payment, and health care operations, as described in the following examples:
 - a) For treatment, to insurance company for authorization of treatment.
 - b) For payment, copy of dictation for proof of treatment.
 - c) For health care operations, appointment scheduling, insurance verification.
- 2) Pain Management Specialists is permitted / required, under specific circumstances, to use or disclose protected health information without the individual's written authorization.
- 3) Other uses and disclosures will be made only with the individual's written authorization, and the individual may revoke such authorization.
- 4) Pain Management Specialists intends to engage in one or more of the following activities:- Pain Management Specialists may contact the individual to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual or patient.- A group health plan, or a health insurance issuer or HMO with respect to a group health plan, may disclose protected health information to the sponsor of the plan.
- 5) The individual has the following rights regarding protected health information:
 - a) The right to request restrictions on certain uses and disclosures of protected health information. Pain Management Specialists is not required to agree to a requested restriction, however.
 - b) The right to receive confidential communications of protected health information, as applicable.
 - c) The right to inspect and copy protected health information, as provided in the Privacy Regulation.
 - d) The right to amend protected health information, as provided in the Privacy Regulation.
 - e) The right to receive an accounting of disclosures of protected health information.
 - f) The right to obtain a paper copy of the Notice from the covered entity upon request. This right extends to an individual who has agreed to receive the Notice electronically.

- 6) Pain Management Specialists is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and Privacy practices with respect to protected health information.
- 7) Pain Management Specialists is required to abide by the terms of the Notice currently in effect.
- 8) Pain Management Specialists reserves the right to change the terms of this Notice. The new Notice provisions will be effective for all protected health information that it maintains.
- 9) Pain Management Specialists will provide individuals or patients with a revised Notice by hand delivery at time of appointment.
- 10) Individuals may complain to Pain Management Specialists and to the Secretary of the Department of Health and Human Services, without fear of retaliation by the organization, if they believe their privacy rights have been violated.
 - a) Complaints must be submitted in writing to:

Office Manager
10 Santa Rosa Street, Suite 201
San Luis Obispo, CA 93405
- 11) This Notice is first in effect April 1, 2003, last updated March 1, 2014.

I hereby acknowledge that I have received a copy of Pain Management Specialists Notice of Privacy Practices.