

# Newbridge Spine & Pain Center

## PRIVACY ACT STATEMENT



This statement gives notice as required by the **Healthcare Portability & Accountability Act of 1996**.

**Sections 1102(a), 1861(o), 1861(z), 1863, 1864, 1865, 1866, 1871, 1891(b) of the Social Security Act of 1974 provides our office with the authority to collect your information, including your social security number, for assessment.**

### **Patients have the right to have their personal healthcare information kept confidential.**

- Every patient's personal health information is kept confidential and is only provided to authorized parties.
- No information will be shared with a spouse, family member, friend or significant other without a signed release from the patient.
- No medical records will be released to an unauthorized third party without a signed release from the patient with the exception of the patient's referring and primary care provider.
- Safeguards are in place with passwords for all employees to guard against illegal entry into our computer system by unlawful users. Users are restricted to only the information needed to perform duties for the office. No employee is allowed to take work home.
- If a chart must be removed from the office, it will be signed out only by a physician solely responsible for safeguarding and returning the records as soon as possible.
- A locked fireproof box is required for transport of medical records from this office.
- All employees and vendors sign a confidentiality agreement to protect patient information.
- All patient charts are locked in a file cabinet when the office is not occupied.

### **Reasons for collecting information from patients:**

- A complete assessment must be done to accurately reflect a patient's current health. This includes information that can be used to show progress toward a patient's health goals.
- Information must be received from each patient to document quality standards are being met and appropriate health care is being provided to patients.
- Personal and demographic information is collected and utilized for patient identification and insurance verification purposes.
- Patients have the right to refuse to provide information. If patients refuse to provide or provide inaccurate information, the information will be completed as best as possible. However, if a patient does not provide enough information to provide proper treatment, providers have the right to deny services to the patient.
- Patient information is protected under HIPAA's privacy and security provisions.
- Patients have the right to see, copy, review, and request correction of their information at any time.

### **Purposes for which a patient's information is intended to be used:**

- To file insurance claims on the patient's behalf for reimbursement for services rendered.
- To supply documentation on the patient's behalf for disability claims or litigation brought by the patient for injuries involving Worker's Compensation or PIP.
- To supply information to primary or referring physicians documenting the patient's treatment progress.
- To support regulatory and policy functions.
- To assess the effectiveness and quality of care.
- For survey and certification by Health Care Financing Administration (HCFA), State of Maryland and Joint Commission of Healthcare Organizations.
- To provide information to a patient's insurance provider for payment of the patient's claim.
- To provide information for disability claims by the patient.
- To provide information on a patient's condition for Worker's Compensation.
- For any litigation by the Department of Justice involving HCFA.

### **Purposes for which patient information is intended to be used (continued):**

- For contractors or consultants working for the HCFA to assist in the performance of a service related to this system of records and who need to access these records to perform their activities.
- For an agency of the state for developing and operating Medicaid reimbursement systems.
- For Federal or State agencies to contribute to the accuracy of HCFA's health insurance operations.
- For peer review organizations for the purpose of assessing and improving care.
- For any congressional office in response to a constituent inquiry made at the written request of the constituent about whom the record is maintained.
- Patients must provide written notice if they do not want their records reviewed by regulatory agencies.

### **Effects on a patient if a patient does not provide requested information:**

- As correct and complete information is needed to give patients high quality of care, incorrect or false information may compromise a patient's quality of care
- Incorrect or incomplete information may result in billing errors
- If a patient does not provide enough information to provide proper treatment, providers have the right to deny services to the patient.

### **Patient health information rights:**

- While patient medical records remain the physical property of the office, the information belongs to the patient. Patients have a right to:
  - Obtain a paper copy of this notice of information practices upon request.
  - Inspect and copy their health record as provided for in 45 CFR 164.524.
  - Amend their health record as provided in 45 CFR 164.528.
  - Obtain an accounting of disclosures of their health information as provided in 45 CFR 164.528.
  - Request communications of their health information by alternative means or at alternative locations
  - Request restriction on certain uses and disclosures of information as provided by 45 CFR 164.522.
  - Revoke authorization to use or disclose information except to the extent of action already taken.

## **PATIENT CONFIDENTIALITY**

Patient records may be audited by health insurance companies, Medicare or the Office of Inspector General of the United States, for compliance with regulations. Medical records may also be seen by accrediting organizations, including Joint Commission for Accreditations of Healthcare Organizations, AAAHC or AAAASF. Patients have the right to receive a list of any and all entities receiving copies of their medical records and the reasons for disclosure. Patients must provide written notice if they do not want their records reviewed by regulatory agencies.

It is the policy of Newbridge to maintain patient privacy and confidentiality as mandated by the HIPPA Act of 1996. A patient's medical information will only be disclosed to previously unauthorized outside parties with the patient's written permission and verbal acknowledgment to a staff member that they are giving up their right to patient privacy and confidentiality. Patients are asked to make their family and friends aware of this patient confidentiality policy.

