



**MEDICAL SPECIALISTS OF THE PALM BEACHES, INC.**

5700 Lake Worth Road, Suite 204  
Lake Worth, FL 33463

**NOTICE OF PRIVACY PRACTICES**

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

*Medical Specialists of the Palm Beaches* 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 Medical Specialists of the Palm Beaches

Please Contact:

**Office Manager at this Location**

- or -

**Privacy Officer**

**Medical Specialists of the Palm Beaches**

5700 Lake Worth Road, Suite  
204 Lake Worth, FL 33463

[www.mspsb.md](http://www.mspsb.md)

Effective Date of This  
Notice August 1, 2016

## I. How Medical Specialists of the Palm Beaches May Use or Disclose Your Health Information

Medical Specialists of the Palm Beaches 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 Medical Specialists of the Palm Beaches, but the information in the medical record belongs to you. Medical Specialists of the Palm Beaches protects the privacy of your health information. The law permits Medical Specialists of the Palm Beaches to use or disclose your health information for the following purposes:

a) **Treatment.** Medical Specialists of the Palm Beaches may use your health information to determine a course of treatment, to coordinate care within the office, to coordinate care with other Medical Specialists of the Palm Beaches healthcare professionals or to other healthcare professionals outside of Medical Specialists of the Palm Beaches involved in your care. For example, a Medical Specialists of the Palm Beaches office might disclose your health information to other healthcare providers involved in the course of your treatment.

b) **Payment.** The Medical Specialists of the Palm Beaches may use your health information to seek approval for certain services, bill for those services and collect payment from third-party payers. For example, our office will send an invoice to your health insurance company to provide them with the necessary information for payment of our services. In the event that you paid us out-of-pocket in full for a service or item, upon your request, we will not disclose your health information related to the service or item to a health plan.

c) **Regular health care operations.** Medical Specialists of the Palm Beaches may use and disclose health information within its own operations to facilitate the function of our office, diagnostic centers or laboratory and as necessary to provide quality care to all of our patients. Medical Specialists of the Palm Beaches' healthcare operations include such activities as:

- Quality assessment and improvement activities.
- Activities designed to improve health or reduce healthcare costs.
- Professional review and performance evaluation.
- Review and auditing, including compliance reviews, medical reviews and compliance programs.

d) **Information provided to you.** Additionally, we may contact you to provide appointment reminders, refill reminders or information about the drugs you are taking, information about alternative treatments, health-related benefits and services that may be of interest to you, or other information related to the management and coordination of your care, as permitted by law.

e) **Notifications 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 and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communicating with your family and others.

### **SPECIAL SITUATIONS**

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 to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

h) **Business Associates.** We may disclose Health Information to our business associates that perform functions on our behalf or provide us with services if the information is necessary for such functions or services. For example, we may use another company to perform billing services on our behalf. All of our business associates are obligated to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

i) **Health oversight activities.** As required by law, we may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.

j) **Judicial and administrative proceedings.** As required by law, we may disclose your health information in the course of any administrative or judicial proceeding.

k) **Law enforcement.** As required by law, we may disclose your health information to law enforcement officials 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.

l) **Lawsuits and Disputes.** If you are involved in a lawsuit or a dispute, we may disclose Health Information in response to a court or administrative order. We also may disclose Health Information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

m) **Military and Veterans.** If you are a member of the armed forces, we may release Health Information as required by military command authorities.

n) **Deceased person information**. As required by law, we may disclose your health information to coroners, medical examiners and funeral directors.

o) **Organ donation**. As required by law, we may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.

p) **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.

q) **Specialized government functions**. We may disclose your health information for military, national security and prisoner-related purposes.

r) **Protective Services for the President and Others**. We may disclose Health Information to authorize federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or to conduct special investigations.

s) **Workers' compensation**. We may disclose your health information as necessary to comply with workers' compensation laws.

t) **Other Uses**. We may encourage you to use a healthcare product or services only as permitted by law or with your authorization. We will ask for your authorization before we provide you with information about case management, care coordination, alternative treatments or benefits and other information that is paid for by a third party, such as a drug company. We will never sell your information to a third party without your authorization.

u) **Change of ownership**. In the event that ownership of Medical Specialists of the Palm Beaches changes, ownership of your health information will conform to applicable state and federal laws.

v) **Breach Notification**. In the event that we disclose your health information contrary to this Notice or the law, such as due to an unforeseen technology problem, as required by law, we will notify you and respond to the breach.

## II. **When Medical Specialists of the Palm Beaches May Not Use or Disclose Your Health Information**

Except as described in this *Notice of Privacy Practices*, Medical Specialists of the Palm Beaches will not use or disclose your health information without your written authorization. If you do authorize Medical Specialists of the Palm Beaches to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

### **III. Your Health Information Rights**

a) You have the right to request restrictions on certain uses and disclosures of your health information. Medical Specialists of the Palm Beaches is not required to agree to the restriction that you requested.

b) You have the right to receive your health information through reasonable alternative means or at an alternative location. For example, you may request that Medical Specialists of the Palm Beaches conduct communications pertaining to your health information with you privately with no other family members present. You can request this information in writing and Medical Specialists of the Palm Beaches will not request that you provide any reasons for your request and will attempt to honor your reasonable requests for confidential communications.

c) You have the right to inspect and copy your health information.

d) You have a right to request that Medical Specialists of the Palm Beaches amend your health information that is incorrect or incomplete. Medical Specialists of the Palm Beaches is not required to change your health information and will provide you with information about Medical Specialists of the Palm Beaches' denial and how you can disagree with the denial.

e) You have a right to receive an accounting of disclosures of your health information made by Medical Specialists of the Palm Beaches, except that Medical Specialists of the Palm Beaches does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you), and 15 (certain government functions) of section I of this *Notice of Privacy Practices*.

f) You have a 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 the office manager of this physician's office or the Compliance Hotline at (561) 207-2120.

### **IV. Changes to this Notice of Privacy Practices**

Medical Specialists of the Palm Beaches reserves the right to amend this *Notice of Privacy Practices* at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, Medical Specialists of the Palm Beaches is required by law to comply with this Notice. Any amendments made to the *Notice of Privacy Practices* will be posted in the office waiting room within 10 days of changes, and a paper copy will be available upon request.

## **Complaints**

Complaints about this *Notice of Privacy Practices* or how Medical Specialists of the Palm Beaches handles your health information should be directed to:

Office Manager at this location, or

Privacy Officer  
5700 Lake Worth Road, Suite 204  
Lake Worth, FL 33463  
Compliance Hotline: (561) 207-2120

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Region IV, Office for Civil Rights  
U.S. Department of Health and Human Services

Medical Specialists of the Palm Beaches will not retaliate against any person for filing a complaint.