



MEDICAL SPECIALISTS OF THE PALM BEACHES, INC.
7593 W. Boynton Beach Blvd., Suite #220 Boynton Beach, FL 33437
www.mspbhealth.com

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, Inc. 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 MSPB,

please contact:

Office Manager at this Location

- or - Privacy Officer

Medical Specialists of the Palm Beaches 7593 W. Boynton Beach Blvd., Suite #220 Boynton Beach, FL 33437

Effective Date of This Notice January 1, 2024

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

Medical Specialists of the Palm Beaches, Inc. ("MSPB") collects health information from you and stores your chart in electronic and/or paper form. This is your medical record. The medical record is the property of MSPB, but the information in the medical record belongs to you. MSPB protects the privacy of your health information. The law permits MSPB to use or disclose your health information for the following purposes:

- Treatment** MSPB may use your health information to determine a course of treatment, coordinate care within the office, coordinate care with other MSPB healthcare professionals, or coordinate care with other health care professionals outside of MSPB involved in your care. For example, a MSPB office might disclose your health information to other health care providers involved in the course of your treatment.
- Payment** MSPB may use your health information to seek approval for certain services, bill for those services and collect payment from third-party payors. For example, MSPB 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 MSPB 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.
- Regular Health Care Operation.** MSPB may use and disclose health information within its own operations to facilitate the function of our offices, diagnostic centers or laboratory and as necessary to provide quality care to all of our patients. MSPB's healthcare operations include activities such as:
 - Quality assessment & improvement measures;
 - Activities designed to improve health or reduce healthcare costs;
 - Professional review & performance evaluation;
 - Reviews and auditing, including compliance reviews, medical reviews, and compliance programs.
 - Creating policies, internal controls, and educational resources.
- Information Provided to You** Additionally, MSPB 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.
- Notifications & Communication with Family** MSPB may disclose your health information to notify or assist in notifying a family member, 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 communication with your family and others.
- Required by Law** As required by law, MSPB may use and disclose your health information.
- Public Health** As required by law, MSPB 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 & Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.
- Health Oversight Activities** As required by law, MSPB may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
- Judicial and Administrative Proceedings** As required by law, MSPB may disclose your health information in the course of any administrative or judicial proceeding.
- Law Enforcement** As required by law, MSPB 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.
- Deceased Person Information** As required by law, MSPB may disclose your health information to coroners, medical examiners and funeral directors.
- Organ Donation** As required by law, MSPB may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.
- Public Safety** MSPB 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.
- Specialized Government Functions** MSPB may disclose your health information for military, national security & prisoner- related purposes.
- Worker's Compensation** MSPB may disclose your health information as necessary to comply with worker's compensation laws.
- Business Associates** MSPB may disclose your health information to business associates who perform functions on our behalf or provide us with services, if the information is necessary for such functions or services. All business associates are obligated by law and under contract with MSPB to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in the contract.
- Other Uses** MSPB 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. MSPB will never sell your information to a third-party without your authorization.
- Change of Ownership** In the event that ownership of MSPB changes, ownership of your health information will conform to applicable state and federal laws.
- Breach Notification** In the event that MSPB discloses your health information contrary to this Notice of Privacy Practices 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, MSPB will not use or disclose your health information without your written authorization. If you do authorize MSPB 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

- You have the right to request restrictions on certain uses and disclosures of your health information, but MSPB is not required to agree to the restriction that you requested.
- You have the right to receive your health information through reasonable alternative means or at an alternative location. For example, you may request that MSPB conduct communications pertaining to your health information with you privately with no other family members present. You can request this information in writing and MSPB will not request that you provide any reasons for your request and will attempt to honor your reasonable requests for confidential communications.
- You have the right to inspect and copy your health information.
- You have a right to request that MSPB amend your health information that is incorrect or incomplete. MSPB is not required to change your health information and will provide you with information about MSPB's denial and how you can disagree with the denial.
- You have a right to receive an accounting of disclosures of your health information made by MSPB, except that MSPB does not have to account for the disclosures described in Parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you), 14 (certain government functions) and 16 (business associates) of Section I of this Notice of Privacy Practices.
- 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 at this Location or the Compliance Hotline at (561) 207-2122.

IV. Changes to this Notice of Privacy Practices

MSPB 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, MSPB is required by law to comply with this Notice of Privacy Practices. Any amendments made to this Notice of Privacy Practices will be posted in the office waiting room within ten (10) days of changes and a paper copy is available upon request.

V. Complaints

Complaints about this Notice of Privacy Practices or how MSPB handles your health information should be directed to:

- Office Manager at this Location, or
- Privacy Officer

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Compliance Hotline: (561) 207-2122

If you are not satisfied with the manner in which your complaint is handled, you may submit a formal complaint to:

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

MSPB will not retaliate against any person for filing a complaint.

