



SAINT LUKE INSTITUTE

8901 New Hampshire Avenue ■ Silver Spring, MD 20903 ■ 301-445-7970 ■ Fax: 301-422-5400 ■ www.sli.org

Notice of Privacy Practices

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

Saint Luke Institute (SLI) is committed to treating and using protected health information (PHI) about you responsibly. This Notice of Privacy Practices (NPP) describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information.

Understanding your health record: Our therapists follow the strictest confidentiality principles set forth by Maryland law. Each time you visit SLI a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnosis, treatment, and plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment,
- Means of communication among the many health professionals who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer can verify that services billed were actually provided,
- A tool in educating health professionals,
- A source of data for medical research,
- A source of information for public health officials charged with improving the health of the state and the nation,
- A source of data for planning and marketing,
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Your health information rights: Although your health record is the physical property of SLI the information belongs to you. You have the right to:

- Obtain a paper copy of this notice
- Inspect and receive a copy of your health record
- Amend your health record
- Obtain an accounting of disclosures of your health information
- Request communications of your health information electronically or in paper form
- Request a restriction on certain uses and disclosures of your information
- Revoke your authorization (in writing) to use or disclose health information except to the extent that action has already been taken.

We reserve the right to change our practices and to make new provisions effective for all PHI we maintain.

We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue disclosure of your health information after receiving written revocation of the authorization according to the procedures included in the authorization.

For more information or to report a problem: If you have question and/or would like additional information you may contact our **Privacy Officer, at 301-445-7970.**

If you believe your privacy rights have been violated, you can file a complaint with our Privacy Officer or with the Office for Civil Rights (OCR), U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint with either the Privacy Officer or the Office for Civil Rights. The address for the OCR is listed below:

*Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, S.W. Room 509F, HHH Building
Washington, D.C. 20201*

Communication and disclosure for treatment, payment, and operations: As a means of communication, we may leave a message on your answering machine/voicemail or we may mail/email you a written notice. We do not release information about your being at SLI without your written consent.

We are permitted or required by law to make certain other uses/disclosures of your PHI without your consent or authorization. These include activities such as; required reporting of disease, injury, birth and death, and for required public health investigation. We may release your PHI for any purpose required by law. We may release your PHI if we suspect child abuse/neglect, if we believe you to be a victim of abuse/neglect, or domestic violence. We may release your PHI to the Food and Drug Administration if necessary to report adverse events, product defects, or to participate in product recalls. We may release your PHI to your employer when we have provided health care to you at the request of your employer; in most cases you will receive notice that information is disclosed to your employer. We may release your PHI if required by law to a government oversight agency conducting audits, investigations, or civil/criminal proceedings. We may release your PHI if required to do so by a court or administrative ordered subpoena/discovery request. We may release your PHI to coroners and/or funeral directors consistent with the law. We may release your PHI for certain research purposes when an institutional review board with established rules to ensure privacy, approves such research studies. We may release your personal health information to workers' compensation/social security determination agencies if necessary for your benefit determination. We will share your PHI with covered entities with whom we have a working relationship (such as our Internist) in order to provide your care. A written authorization is required for any uses/disclosures not covered in this NPP.

Saint Luke Institute will strictly abide by all child abuse reporting requirements of the State of Maryland. If you wish specific information of the requirements, please contact our **Privacy Officer at 301-445-7970.**

Federal law makes provision for your health information to be released to an appropriate health oversight agency or public health authority provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more clients, workers or the public.

Marketing/fundraising efforts: We may contact you regarding marketing or fundraising activities that might interest you. It will be clear what our intentions are in the contact and you will have the right and opportunity to opt-out. We will make our best attempt to honor all requests for opting out. To opt-out at any time, please contact our Director of Strategic Marketing and Outreach, at 301-445-7970.

Breach Notification: An individual has a right to receive notifications of breaches of his/her unsecured PHI.