



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.

Harmony Hearing & Audiology, LLC, hereinafter referred to as Harmony Hearing, 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 this notice or if you want more information about the privacy practices at Harmony Hearing please contact Matthew H. Perry, Au.D., 5 Bel Air S Pkwy, Ste 1411, Bel Air, MD 21015 - (410)569-5999

Effective Date of This Notice: January 1st, 2016

I. How Harmony Hearing May Use or Disclose Your Health Information

Harmony Hearing collects health information from you and stores it in a chart and on a computer. The medical record is the property of Harmony Hearing, but the information in the medical record belongs to you. Harmony Hearing protects the privacy of your health information. The law permits Harmony Hearing to use or disclose your health information for the following purposes:

1. Treatment. If you are being treated by another provider, we may discuss your case in order to coordinate care between us. The kinds of health care information we may disclose about you in such circumstances could include your diagnosis, hearing evaluation results, etc.
2. Payment. If you are covered by health insurance we may disclose diagnostic and treatment details to your insurance provider in order to obtain payment for services rendered.
3. Regular Health Care Operations. Your medical records may be randomly inspected by people who conduct quality assurance reviews to ensure that high standards of care are being maintained.
4. Information provided to you. You have the right to access your health information by completing a request for patient access to health information form.
5. Notification 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 communication with your family and others.
6. Required by law. As required by law, we may use and disclose your health information.
7. 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.
8. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
9. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.
10. Law enforcement. We may disclose your health information to a law enforcement official 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.
11. Deceased person information. We may disclose information to coroners, medical examiners, etc.
12. Organ donation. We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.
13. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board or Harmony Hearing privacy board.

14. 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.
15. Specialized government functions. We may disclose your health information for military, national security, prisoner and government benefits only for health plans purposes.
16. Worker's compensation. We may disclose information as needed to comply with worker's compensation laws.
17. Marketing. We may contact you to provide appointment reminders or to give you information about other treatments or health-related benefits and services that may be of interest to you.
18. Change of Ownership. In the event that Harmony Hearing is sold or merged with another organization, your health information/record will become the property of the new owner.

II. When Harmony Hearing May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, Harmony Hearing will not use or disclose your health information without your written authorization. If you do authorize Harmony Hearing to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time, unless otherwise specified in the written authorization.

III. Your Health Information Rights

1. You have the right to request restrictions on certain uses and disclosures of your health information. Harmony Hearing is not required to agree to the restriction that you requested.
2. You have the right to receive your health information through a reasonable alternative means or at an alternative location. This requires requests in writing, specification of method, payment for method, as applicable.
3. You have the right to inspect and copy your health information.
4. You have a right to request that Harmony Hearing amend your health information that is incorrect or incomplete. Harmony Hearing is not required to change your health information and will provide you with written information about the denial and how you can disagree with the denial.
5. You have a right to request an accounting of disclosures of your health information as required to be maintained by law by delivering a written request to our office. An accounting will not include internal uses of information for treatment, payment, or operations, disclosures made to you or at your request, or disclosures made to family members or friends in the course of providing care.
6. 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 Matthew H. Perry, Au.D. at (410) 569-5999.

IV. Changes to this Notice of Privacy Practices

Harmony Hearing reserves the right to change the terms of this Notice of Privacy Practices at any time, and to make the new provisions effective for all protected health information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, Harmony Hearing is required by law to comply with the terms of this Notice. Harmony Hearing will provide you with a revised Notice of Privacy upon your request or at the time of your next scheduled appointment.

V. Complaints

Complaints about this Notice of Privacy Practices or how Harmony Hearing handles your health information should be directed to Matthew H. Perry, Au.D. at (410)569-5999 or harmonyhearing@gmail.com.

If you are not satisfied with the manner in which Harmony Hearing handles a complaint, you may submit a formal complaint to: Department of Health and Human Services, Office of Civil Rights, Hubert H. Humphrey Bldg., 200 Independence Avenue, S.W., Room 509F HHH Building, Washington, DC 20201

You may also address your complaint to one of the regional Offices for Civil Rights. A list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>.