Greater Baden Medical Services, Inc.

HIPAA Notice of Privacy Practices

Effective Date: April 1, 2003

The following notice is to let you know how information about your health can be:

- Used
- Given out
- or how you can get it

We try hard to make sure that information about your health is protected and private.

We keep this information in records that help us give you good care.

We use your health information to give you health care treatment and services.

We can give this information to people taking care of you like:

- doctors
- nurses
- technicians
- health students

These people may work in our office or at another office where we may refer you for treatment.

We may share your health information so your medical bills can be collected from you, your insurance company or someone else.

We may use this information to improve the services we offer to you and others:

The laws of the United States, the State or your local area, sometimes tells us how to use this information...For example:

- We can use it to prevent a serious threat to you in health or safety or the health and safety of others but we can give it only to the person who can help prevent the threat.
- We can give it as required by the military or the Department of Veterans Affairs if you are a member of the armed services or are separated or discharged from the military.
- We might need to give it to Workers' Compensation
- We might need to give it to public health agencies to:
  - prevent disease control disease, injury, disability report birth or death report child abuse or neglect report reactions to medications report problems with products
- We might need to notify people about recalls of

a product or medicines.
- We might give it to agencies that watch over us to give you good care.
- To answer to a court order.
- To answer to a law enforcement official.
- To report certain injuries that the law requires us to report.
- To locate a suspected fugitive or missing person.
- To tell about a victim of a crime.
- To tell about a death that may be a result of criminal action.
- To tell about criminal conduct at our center.
- To report a crime in an emergency
- To give information to the coroner or health examiner.
- We might give it to federal officials for intelligence, counter intelligence or for national security.
- We might give it to people who protect the President, other authorized persons or heads of states from other countries.
- We might give it if you are an inmate of a correctional institution for them to:
  Give you good health care
  Protect your health and safety Protect others health and safety Protect safety or security of the institution

These are your rights about your health information:

- You can inspect and copy information from your health record and bills. But this does not include psychotherapy notes.
- You can be denied your request but there is a process that your request can be reconsidered.

Your rights (continued)

- If you feel the information is incorrect or incomplete you can change it.
- You can get a list of whom your health information has been sent to.
- You can limit who we give the information to about your treatment, payments or health care.
    - But we are not required to agree with your request; if we cannot make sure we can do this or it can negatively impact the care we give you.
- You can tell us how we can communicate with you, how we can do it and where we can do it.
- You can get a copy of this notice any time.
- We can change this notice any time.
- You can get an update every time you come in.
- You can file a complaint if you feel your right to privacy has been violated.
- You can take away your permission which you gave us to share your information.
- But we cannot take back any information we have already sent out with your permission.

Greater Baden Medical Services, Inc.
Administrative Offices

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Greater Baden Medical Services at Brandywine
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(301) 888-2233 fax (301) 888-9133

Greater Baden Medical Services at La Plata
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(301) 539-5100 fax (301) 539-5105

Greater Baden Medical Services at Leonardtown
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(301) 997-1029 fax (301) 997-1489

Greater Baden Medical Services at Capitol Heights
1458 Addison Road South
Capitol Heights, MD 20743
(301) 324-1500 fax (301) 324-6405

Greater Baden Medical Services at Capitol Heights II
1442 Addison Road South
Capitol Heights, MD 20743
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Greater Baden Medical Services at Oxon Hill
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Oxon Hill, MD 20745
(301) 686-1665 fax (301) 686-1190

TTY/Voice, Maryland Relay Service
1-800-735-2258

GREATER BADEN MEDICAL SERVICES
Primary and Preventive Health Care

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HIPAA

(Health Information Portability and Accountability Act of 1996)

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