

HIPAA Notice of Privacy Practices

Singleton Healing Center

1767 Village Park Dr, Orangeburg, SC 29118

Phone: (803) 535-3600 | Email: admin@singletonhealth.com

Effective Date: August 2024

Purpose of This Notice

This notice describes how your medical information may be used and disclosed and how you can get access to this information. Please review it carefully. Your privacy is important to us. This document is provided in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and is intended to help patients understand their rights and our responsibilities.

How We May Use and Disclose Health Information

We may use and share your health information to:

- Treat you or coordinate your care
- Bill for services and receive payment from insurance or other payors
- Operate and improve our health center
- Comply with public health and legal requirements
- Respond to lawsuits and legal actions
- Prevent serious threats to your health and safety or the public
- Conduct research with proper authorization

Your Rights Regarding Health Information

You have the right to:

- Get a copy of your health record
- Ask us to correct your record
- Request confidential communication
- Ask us to limit what we share
- Get a list of those with whom we've shared your information
- Choose someone to act for you
- File a complaint if you believe your rights are violated

Our Responsibilities

We are required by law to:

- Maintain the privacy and security of your health information
- Let you know promptly if a breach occurs that may compromise your information
- Follow the duties and privacy practices described in this notice
- Not use or share your information other than as described here unless you tell us we can in writing

Contact Us

If you have questions or would like more information about this notice, please contact:

Privacy Officer

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