

HIPAA NOTICE OF PRIVACY PRACTICES

Effective Date: January 31, 2026

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.

OUR LEGAL DUTY

Emmitsburg Osteopathic Primary Care Center, Inc. (“EOPCC,” “we,” “our,” or “us”) is required by law to maintain the privacy and security of your protected health information (“PHI”). We are required to provide you with this Notice explaining our legal duties and privacy practices and to follow the terms currently in effect.

This Notice applies to all PHI created, received, maintained, or transmitted by EOPCC in any form, including electronic and paper records.

Certain substance use disorder treatment records may receive additional federal confidentiality protections under 42 CFR Part 2, as described below.

USES AND DISCLOSURES WITHOUT YOUR AUTHORIZATION

Treatment: We may use and disclose your PHI to provide and coordinate your healthcare with other providers involved in your care.

Payment: We may use and disclose your PHI to obtain payment for services provided, including billing insurers and government programs.

Healthcare Operations: We may use and disclose PHI for operational activities including quality improvement, licensing, credentialing, auditing, compliance, training, and administrative functions. We limit disclosures to the minimum necessary, except for treatment purposes.

SPECIAL CONFIDENTIALITY PROTECTIONS FOR SUBSTANCE USE DISORDER (SUD) RECORDS (42 CFR PART 2)

Certain records related to the diagnosis, treatment, or referral for treatment of a substance use disorder may be protected by federal law under 42 CFR Part 2 (“Part 2 records”). If EOPCC creates or receives Part 2 records, those records are subject to heightened federal confidentiality requirements.

Permitted Uses and Disclosures: Part 2 records may be used or disclosed for treatment, payment, and healthcare operations in accordance with federal law and any required

written patient consent. Certain disclosures may require explicit written authorization unless an exception applies.

Disclosures Required by Law: Part 2 records may be disclosed as required by law, including pursuant to valid court orders meeting federal standards, audits, program evaluations, or investigations authorized under federal regulation.

Redisclosure Prohibition: Federal law prohibits unauthorized redisclosure of substance use disorder treatment records. Information disclosed under Part 2 may not be redisclosed unless expressly permitted by federal law. Any unauthorized use or disclosure may subject the responsible party to civil or criminal penalties.

Patient Rights Regarding Part 2 Records: You may have the right to request restrictions, revoke certain consents, and receive an accounting of disclosures as required under federal law. EOPCC maintains written policies governing handling, segmentation, and disclosure of Part 2 records to ensure compliance.

ELECTRONIC HEALTH RECORDS & PATIENT PORTAL

EOPCC maintains records in an electronic medical record system. Access is restricted to authorized personnel and contracted business associates.

If a patient portal is offered, secure portal communications become part of your medical record. Standard email is not secure and should not be used for PHI.

BUSINESS ASSOCIATES

We may share PHI with contracted vendors who perform services on our behalf. These vendors are required by contract and law to safeguard PHI and, where applicable, comply with 42 CFR Part 2 requirements.

OTHER PERMITTED OR REQUIRED DISCLOSURES

We may disclose PHI as required by law, including for public health reporting, abuse reporting, health oversight activities, judicial proceedings, law enforcement purposes, workers' compensation, and to prevent a serious threat to health or safety.

CRISP & MARYLAND PDMP

EOPCC participates in the Chesapeake Regional Information System for our Patients (CRISP), Maryland's health information exchange. As permitted by law, your PHI may be shared through CRISP to support treatment, care coordination, and public health activities. You may opt out of CRISP by contacting 1-877-952-7477 or visiting www.crisphealth.org.

Participation in public health reporting and the Maryland Prescription Drug Monitoring

Program (PDMP) cannot be opted out of as required by law.

USES REQUIRING AUTHORIZATION

Certain uses and disclosures require written authorization, including most uses of psychotherapy notes and certain disclosures of substance use disorder information where required by law. You may revoke an authorization in writing except to the extent already acted upon.

YOUR RIGHTS

You have the right to access and obtain copies of your records, request amendments, request restrictions, request confidential communication, receive an accounting of disclosures, and receive a paper copy of this Notice.

Additional rights may apply to substance use disorder records as described above.

BREACH NOTIFICATION

We are required to notify you if a breach occurs involving your PHI, including substance use disorder records when applicable.

CHANGES TO THIS NOTICE

We reserve the right to revise this Notice and make revisions effective for all PHI we maintain. Updated notices will be posted in our office and on our website.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with Emmitsburg Osteopathic Primary Care Center, Inc. or with the U.S. Department of Health and Human Services, Office for Civil Rights.

To file a complaint with HHS, visit: <https://www.hhs.gov/ocr/privacy/hipaa/complaints/> or call 1-800-368-1019 (TTY: 1-800-537-7697).

We will not retaliate against you for filing a complaint.

PRIVACY OFFICER CONTACT

Privacy Officer
Emmitsburg Osteopathic Primary Care Center, Inc.
P.O. Box 1219
Emmitsburg, MD 21727

rev 1/31/26 – Updated to reflect 42 CFR Part 2 Final Rule compliance.