

MAST CLINIC, Inc.
Helping Children to Be their Best



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HIPAA Privacy Policy Notice*

Mast Clinic creates a record of the patient's (your child) care and services provided. The record is created to provide your child with quality care and to comply with certain legal requirements. Your child's record is personal and is protected health information (PHI) in accordance with federal and state privacy laws. PHI is information about your child, including demographic information, that may identify your child and that relates to past, present or future health conditions and related health care services..

Mast Clinic may responsibly use and disclose your child's PHI to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law.

Mast Clinic will abide by the terms of this notice, including any future revisions that are made to the notice as required or authorized by law. Mast Clinic reserves the right to change privacy practices and terms of this notice at any time for all PHI that kept, including PHI previously created or received before the changes, provided the changes are permitted by law. New privacy policy notices, with changes, will be posted on our website or by mail at your request.

Uses and Disclosures of Protected Health Information:

Your child's PHI may be used and disclosed by Mast Clinic (including personnel who provide Mast Clinic's scheduling and billing) and others outside our office who are involved in your child's care and treatment for the purpose providing health care services to your child, to pay health care bills, to support the operation Mast Clinic.

For treatment: Parents/guardians of Mast Clinic's patients receive a copy of all initial evaluation reports. The adult accompanying your child to a physical therapy session will receive a copy of the session's treatment notes. Mast Clinic will use and disclose PHI to provide your child with physical therapy treatment or services and to provide, coordinate, or manage your child's health care and any related services. This includes the coordination or management of your health care with a third party. Mast Clinic may disclose medical information about your child to doctors or other of your child's professional providers or to students for whom Mast Clinic acts as a clinical teaching site.

For payment: Mast Clinic and asyst2bill (billing service) may use and disclose, as needed, your child's PHI to obtain payment for health care services. A bill may be sent to you and/or one or more third party payors. Information on or accompanying the bill will include medical coding or information related to your child's care.

For healthcare operations: Mast Clinic may use your child's PHI in order to support the business activities of the clinic including, but not limited to, measuring and improving quality, evaluating performance of personnel, conducting training programs and getting accreditation, certificates, licenses and credentials needed and/or required to provide care to your child and for conducting or arranging for other business activities.

For notification: With your permission to do so, Mast Clinic may use and disclose medical information to notify or help notify a family member or another person responsible for your child's care. We will share information about your child's general condition.

Court orders and judicial administrative proceedings: Mast Clinic may disclose your child's PHI pursuant to a court or administrative order, subpoena, discovery request, or other lawful process process issued by a judge or other

person involved in the dispute, but only if efforts have been made to (i) notify you of the request for disclosure or (ii) obtain an order protecting your child's health information.

Under limited circumstances, such as court order, warrant, summons, or subpoena, Mast Clinic may share your child's PHI with law enforcement officials if necessary to protect public health or welfare, regarding a victim of a crime; to report criminal conduct at our facility; and, in emergency situations, to report a crime.

Public health activities: Mast Clinic may disclose your child's medical information to public health or legal authorities charged with controlling disease, injury or disability, including child abuse or neglect, to report adverse reactions to medications or problems with health care products, to notify individuals of product recalls, to notify an individual who may have been exposed to a disease or may be at risk for spreading or contracting a disease or condition

Appointment reminders: Mast Clinic may use and disclose medical information for purposes of sending appointment emails, texts or other reminders of appointments.

Alternative and additional medical services: Mast Clinic may use your child's medical information to refer your child for other medical or adjunct services that may be appropriate for your child.

Judicial or administrative proceedings. Other uses and disclosures will be made only with your consent, authorization, or opportunity to object unless required by law. You may revoke the authorization, at any time, in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

Rights of parents/guardians: Mast Clinic's patients are minors. Under state and federal law, in most cases the minor patient's parent, guardian, or other legally authorized representative has the same rights as the minor does with regard to the child's PHI.

You have the right to inspect and obtain copies of your child's PHI. You must make a request in writing. If you request copies, we will charge \$12 for the first page and \$2 for any additional pages and applicable postage costs.

Mast Clinic may deny your request to inspect and copy your PHI in certain limited circumstances. In the event that you request that Mast Clinic change certain parts of your child's medical record; if it was originally created by Mast Clinic, we reserve the right to deny such requests. Mast Clinic may deny your request for an amendment if it is not in writing. Your request will be denied if you ask us to amend information that is not part of the PHI kept by or for our facility and/or information which you would be permitted to inspect and copy. If Mast Clinic denies your request for amendment, you have the right to file a statement of disagreement; Mast Clinic may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

You have the right to request a restriction of your child's PHI. This means you may ask Mast Clinic not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. Mast Clinic is not required to agree to your requested restriction.

You have the right to revoke a written authorization at any time as long as your revocation is provided to us in writing. If you revoke your written authorization, Mast Clinic will no longer use or disclose your child's PHI for the purposes identified in the authorization. You understand that Mast Clinic is unable to retrieve any disclosures that we may have made pursuant to your authorization before its revocation.

Complaints

If you believe your child's privacy rights have been violated, you may file a complaint in writing, with Mast Clinic, 980 Forest Avenue, Suite100, Portland, ME 04103. You may also file a complaint with the Secretary of the Department of Health and Human Services ("HHS") at 200 Independence Avenue, S.W., Washington, D.C. 20201, or by sending HHS an e-mail. All complaints must be submitted in writing. You will NOT be penalized for filing a complaint.

*Parents/guardians/other legally authorized representatives (you) have a right to request and receive a paper copy of this Notice

Revised 10/16/2021