



NOTICE OF PRIVACY PRACTICES

This notice describes how your medical information may be used and disclosed and how you can obtain access to this information. Please read this notice carefully. Key Point Health Services, Inc. (KPHS) may use and disclose your Protected Health Information (PHI) in accordance with applicable laws as of the effective date of this notice. PHI may include, but is not limited to, information in your medical record such as demographic information including names, addresses, birth date, social security number, and phone/fax numbers, account/record numbers, health insurance beneficiary numbers, full face photographic images, and any comparable images. KPHS is required by law to maintain the privacy of PHI and to provide you with notice of our legal duties and privacy practices with respect to PHI. KPHS reserves the right to change the terms of the Notice of Privacy Practices at any time. Any new Notice of Privacy Practices will be effective for all PHI that we maintain at that time. KPHS may disclose your PHI after you have given consent by completing a written authorization. You may revoke an authorization for disclosure of your PHI at any time, except to the extent that we have already made a disclosure based upon your authorization.

KPHS has chosen to participate in the Chesapeake Regional Information System for our Patients ("CRISP"), a regional health information exchange ("HIEs") serving Maryland. CRISP is also affiliated with and shares data with other HIEs, including those in Alaska, Connecticut, D.C., Maryland, and West Virginia. As permitted by law, your PHI will be shared with this exchange in order to provide faster access, better coordination of care and assist providers and public health officials in making more informed decisions. You may "opt-out" and disable access to your PHI available through CRISP by calling 1-877-952-7477 or completing and submitting an Opt-Out form to CRISP by mail, fax or through their website at www.crisphealth.org. Public health reporting and Controlled Dangerous Substances information, as part of the Maryland Prescription Drug Monitoring Program ("PDMP"), will still be available to providers.

Applicable law and ethical standards may permit the disclosure of information about you without your authorization regarding the following: suspected abuse or neglect, judicial and administrative proceedings, medical or mental health emergencies, health oversight, law enforcement and community forensic aftercare program, specialized government functions, public health and safety, and treatment coordination between Key Point programs.

You have the following rights regarding your PHI:

- To inspect and copy PHI that is maintained in a "designated record set", except in situations where there is compelling evidence that access would cause serious harm to you. KPHS may charge a reasonable, cost-based fee for copies.
- To request that KPHS amend your PHI.
- To request an accounting of disclosures that are made of your PHI, KPHS may charge a reasonable fee.
- To request a restriction on the use or disclosure of your PHI.
- To request that KPHS communicate with you about health matters in a certain way or at a certain location.
- If there is a breach of unsecured PHI concerning you, KPHS may be required to notify you of this breach, including what happened and what you can do to protect yourself.
- You have the right to a copy of this notice.
- To file a complaint, if you believe your privacy rights have been violated, in writing including your name and contact information to info@keypoint.org, Key Point Health Services, Attention: Chief of Operations, 135 N. Parke Street, Aberdeen, MD 21001, or The Secretary of Health and Human Services, 200 Independence Avenue, S.W. Washington, D.C. 20201.