

**CAROLINA COASTAL PLASTIC SURGERY & MEDICAL SPA**  
**NOTICE OF PRIVACY PRACTICES**

**Purpose:** To persevere and protect the privacy and confidentiality of all patient health care information. Also to prevent civil or criminal prosecution for illegal disclosure of such information.

**Policy:** It is the policy of this practice to ensure that health care information of all patients will be kept confidential.

**General Information:** It is the right of all patients to receive full consideration of privacy and confidentiality with regard to all information and records about their case. Health plans and reviewers acting as their agents, however, do have certain rights of access to patient medical information for quality of care purposes.

**Responsibility:** This practice and all of its employees maintain the confidentiality of patient information.

**Procedure:**

1. All employees, contractors, consultants, and anyone who may have access to Individually Identifiable Health will sign a statement not to disclose or release confidential information for any reason.
2. Except when required in the regular course business, the discussion, use, transmission, or narration, in any form, of any patient information, which is obtained in the regular course of job functions, is strictly forbidden.
3. Temporary placement of records in unattended areas should be avoided and all records are to be maintained in secured files and in a manner that allows access to authorized individuals only.
4. Facsimile transmissions of patient data should be limited to documents necessary for the purpose of completing a transaction or communication specific patient information to an authorized individual to whom it is addressed.

**Your Rights:**

1. You have the right to access your private health information. To access this information you may submit a request in writing or in person. We will respond to your request within 30 days.
2. We must follow the privacy practices set forth in this notice. You have the right to complain if you feel your privacy has been violated, or ask questions regarding this privacy policy. Please direct your inquiries or complaints to:

Carolina Coastal Plastic Surgery  
Attn: Privacy Officer  
1275 21<sup>st</sup> Ave. North  
Myrtle Beach, SC 29577  
(843) 448.9977

**Effective Date**

The effective date of this notice is 1/29/08

I have read and understand the privacy policy of this practice, as well as my rights as the patient.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date