



## HIPAA NOTICE OF PRIVACY PRACTICES

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.

Effective date: January 29, 2026

Carolina Health Centers, Inc.  
313 Main Street Suite B  
Greenwood, SC 29646

Website: <https://www.carolinahealthcenters.org>

Privacy Officer

Phone: 864-388-0301

Email: [chc@carolinahealthcenters.org](mailto:chc@carolinahealthcenters.org)

Carolina Health Center's ("Us" or "We") respects your privacy. We are also legally required to maintain the privacy of your protected health information ("PHI") under the Health Insurance Portability and Accountability Act ("HIPAA") and as otherwise required by applicable law.

As part of our commitment and legal compliance, we are providing you with this Notice of Privacy Practices ("Notice"). This Notice describes:

- Our legal duties and privacy practices regarding your PHI, including our duty to notify you following a data breach of your unsecured PHI.
- Our permitted uses and disclosures of your PHI.
- Your rights regarding your PHI.

**Contact:** If you have any questions about this Notice, please contact our Privacy Officer at 864-388-0301.

**PHI Defined:** Your PHI is health information about you:

- Which someone may use to identify you; and
- Which we keep or transmit in electronic, oral, or written form.
- Includes information such as your: name; contact information; past, present, or future physical or mental health or medical conditions; payment for health care products or services; or prescriptions.

**Scope:** We create a record of the care and health services you receive, including any testing and/or laboratory services we provide, to provide your care, and to comply with certain legal requirements. This Notice applies to all the PHI that we generate, including but not limited to summaries or information generated by technology (such as via AI) that contains PHI. This Notice applies to all the PHI that we generate and to substance use treatment-related records (**substance use treatment records**) under 42 U.S.C. §290dd-2 and 42 C.F.R. Part 2 (**Part 2**) that we receive or maintain. We also follow the confidentiality protections of Part 2 for such records.

We follow, and we require our employees and other workforce members to follow, the duties and privacy practices that this Notice describes and any changes once they take effect.

**Changes to this Notice:** We can change the terms of this Notice, and the changes will apply to all information we have about you. The new notice will be available on request and on our website.

**Data Breach Notification:** We will promptly notify you if a data breach occurs that may have compromised the privacy or security of your PHI. Most of the time, we will notify you in writing, by first-class mail, or we may email you if you have provided us with your current email address and you have previously agreed to receive notices electronically. In some circumstances, our business associates may provide the notification.

**Uses and Disclosures of Your PHI:** The law permits or requires us to use or disclose your PHI for various reasons, which we explain in this Notice. We have included some examples, but we have not listed every permissible use or disclosure. When using or disclosing PHI or requesting your PHI from another source, we will make reasonable efforts to limit our use, disclosure, or request about your PHI to the minimum we need to accomplish our intended purpose.

**Uses and Disclosures for Treatment, Payment, or Health Care Operations**

- Treatment. We may use or disclose your PHI and share it with other professionals who are treating you, including doctors, nurses, technicians, medical students, or hospital personnel involved in your care. For example, we might disclose information about your laboratory results to physicians who are treating you for a specific injury or condition.

- **Payment.** We may use and disclose your PHI to bill and get payment from health plans or others. For example, we share your PHI with your health insurance plan so it will pay for the services you receive.
- **Health Care Operations.** We may use and disclose your PHI to run our business and improve your care. For example, we may use your PHI to manage the services you receive or to monitor the quality of our health care services.

**Other Uses and Disclosures:** We may share your information in other ways, usually for public health or research purposes or to contribute to the public good. For more information on permitted uses and disclosures, see [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html). For example, these other uses and disclosures may involve:

- **Our Business Associates.** We may use and disclose your PHI to outside persons or entities that perform services on our behalf, such as auditing, legal, or transcription (Business Associates). The law requires our business associates and their subcontractors to protect your PHI in the same way we do. We also contractually require these parties to use and disclose your PHI only as permitted and to appropriately safeguard your PHI.
- **Legal Compliance.** For example, we will share your PHI if the Department of Health and Human Services requires it when investigating our compliance with privacy laws.
- **Public Health and Safety Activities.** For example, we may share your PHI to: report injuries, births, and deaths; prevent disease; report adverse reactions to medications or medical device product defects; report suspected child neglect or abuse, or domestic violence; or avert a serious threat to public health or safety.
- **Responding to Legal Actions.** For example, we may share your PHI to respond to: a court or administrative order or subpoena; discovery request; or another lawful process.
- **Research.** For example, we may share your PHI for some types of health research that do not require your authorization, such as if an institutional review board (“IRB”) has waived the written authorization requirement because the disclosure only involves minimal privacy risks.
- **Medical Examiners or Funeral Directors.** For example, we may share PHI with coroners, medical examiners, or funeral directors when an individual dies.
- **Workers' Compensation, Law Enforcement, or Other Government Requests.** For example, we may use and disclose your PHI for: workers' compensation claims; health oversight activities by federal or state agencies; law enforcement purposes or with a law enforcement official; or specialized government functions, such as military and veterans' activities, national security and intelligence, presidential protective services, or medical suitability.

**Your Choices:** For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, please contact our Privacy Officer and we will make reasonable efforts to follow your instructions.

- You have both the right and choice to tell us whether to:
  - Share information with your family, close friends, or others involved in your care.
  - Share information in a disaster relief situation.
  - Use or share substance abuse treatment records about you for fundraising purposes that benefit us.
- We may share your information if we believe it is in your best interest, according to our best judgment, and:
  - If you are unable to tell us your preference, for example, if you are unconscious.
  - When needed to lessen a serious and imminent threat to health or safety.

**Uses and Disclosures that Require Authorization:** In these cases, we will only share your information if you give us written permission:

- Most sharing of mental health care professional’s notes (psychotherapy notes).
- Marketing our services.
- Selling or otherwise receiving compensation for disclosing your PHI.
- Certain research activities.
- Other uses and disclosures not described in this Notice.

In a civil, criminal, administrative, or legislative proceeding against an individual, we will not use or share information about your substance abuse treatment records unless a court order requires us or you give us your written permission.

You may revoke your authorization at any time, but it will not affect information that we already used and disclosed.

In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

**Your Rights:** When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you. You have the right to:

- Inspect and Obtain a Copy of Your PHI. You have the right to see or obtain an electronic or paper copy of the PHI that we maintain about you (right to request access). Some clarifications about your access rights:
  - We require you to make access requests in writing/by submitting an electronically signed form;
  - We may charge a reasonable, cost-based fee for the costs of copying, mailing, or other supplies associated with your request.
  - If you request a copy of your PHI, we will generally decide to provide or deny access within 30 days; and
  - We may deny your request for access in certain limited circumstances.
- Make Amendments. You may ask us to correct or amend PHI that we maintain about you that you think is incorrect or inaccurate.
- Request Additional Restrictions. You have the right to ask us to limit what we use or share about your PHI (right to request restrictions). You can contact us and request us not to use or share certain PHI for treatment, payment, or operations or with certain persons involved in your care. For these requests:
  - We are not required to agree;
  - We may say "no" if it would affect your care; but
  - We will agree not to disclose information to a health plan for purposes of payment or health care operations if the requested restriction concerns a health care item or service for which you or another person, other than the health plan, paid in full out-of-pocket, unless it is otherwise required by law.
- Request an Accounting of Disclosures. You have the right to request an accounting of certain PHI disclosures that we have made. For these requests:
  - We will respond no later than 60 days after receiving the request.
  - We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures, such as any you asked us to make; and
  - We will provide one accounting a year for free, but will charge a reasonable, cost-based fee if you ask for another one within 12 months. We will notify you about the costs in advance and you may choose to withdraw or modify your request at that time.
- Request Confidential Communications. You have the right to request that we communicate with you about health matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or at a specific address. For these requests:
  - You must specify how or where you wish to be contacted; and
  - We will accommodate reasonable requests.
- Make Complaints. You have the right to complain if you feel we have violated your rights. We will not retaliate against you for filing a complaint. You may either file a complaint:
  - Directly with us by contacting our Privacy Officer. All complaints must be submitted in writing; or
  - With the Office for Civil Rights at the US Department of Health and Human Services. visit [www.hhs.gov/ocr/privacy/hipaa/complaint](http://www.hhs.gov/ocr/privacy/hipaa/complaint)

**ACKNOWLEDGEMENT OF RECEIPT OF HIPAA NOTICE OF PRIVACY PRACTICES**

We are required to provide you with a copy of our HIPAA Notice of Privacy Practices, which states how we may use and/or disclose your health information. By signing this form, you are acknowledging that you have received a copy of Caolina Health Center's Notice of Privacy Practices.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Patient Signature

Date: \_\_\_\_\_