



# Plastic Surgery Specialists, P.C.

## HIPAA Notice of Privacy Practices

Dear Patient,

Our practice has always prided itself on our commitment to you as our patient in regards to the confidentiality of your medical record. We are now required by federal law to maintain documentation of our steps to safeguard the privacy of your personal medical information. The law requires that we distribute a copy of our Notice of Privacy Practices to each patient and retain your signature acknowledging that you received a copy of this Notice as part of your permanent record.

Our policies in dealing with your information have changed in order to comply with the current law. It is vital that you understand how these changes will affect the release of your medical information as our staff will be unable to respond to requests for any medical information from anyone not designated by you in writing.

***In order for information about you to be released to anyone including your spouse or friends involved in your care or treatment after surgery, we must have a signed authorization in your record letting us know what information you want disclosed and what information you want restricted. If you wish information to be released to your spouse, family or a particular friend, you may request the authorization from the receptionist.***

Thank you for your patience with the additional paperwork necessary for our practice to comply with these federal regulations. We continue to be sensitive to the amount of paperwork that is required to initiate your record with our office and sincerely apologize for any inconvenience that this increase may cause you.

Sincerely,

The Doctors and Staff  
Plastic Surgery Specialists, P.C.

\*\*IF YOU FEEL THAT THIS PAPERWORK IS BURDENSOME IN ANY WAY PLEASE CONTACT YOUR REPRESENTATIVE IN THE SENATE OR CONGRESS.



PLASTIC  
SURGERY  
SPECIALISTS, P.C.

D. Paul Buhrer, M.D., F.A.C.S.

2448 Holly Avenue, Suite 400, Annapolis, Maryland 21401  
(410) 841-5355 • (800) 570-7600  
Fax (410) 841-6589

Christopher J. Spittler, M.D., F.A.C.S.

Plastic Surgery Specialists, P.C. is a Professional Corporation owned by  
Paul Buhrer, M.D. and Christopher Spittler, M.D.

\*For any questions regarding our Charity Care Policy, please contact the Practice Administrator.



Member,  
The American Society for  
Aesthetic Plastic Surgery, Inc.



Member,  
American Society of  
Plastic Surgeons, Inc.

## **PATIENT RIGHTS IN MAKING HEALTH CARE DECISIONS**

### **Patients, their representatives and/or surrogates:**

1. Receive consideration and respect from the staff during every phase of your care.
2. Be treated with dignity and respect regarding your spiritual, cultural, and personal values and beliefs.
3. Have respect for your privacy and for the confidentiality of information about you and your medical condition.
4. Be involved in decisions affecting your health care and well-being.
5. Know the name of the physician responsible for directing and coordinating your care as well as the names of other facility caregivers.
6. Be informed about procedures and treatment and to refuse treatment as permitted by law.
7. Have questions answered about your condition and course of treatment.
8. Expect that health care professionals will accept and act upon your reports of pain and will provide education and resources relating to pain management.
9. Be informed of available facilities to which you may be transferred with your consent.
10. Have your requests handled courteously.
11. Be informed of available resources for resolving disputes, grievances, and conflicts.
12. Receive a written bill stating the facility's charges.

### **The patient, their representatives or surrogate has the responsibility to:**

1. Provide, to the best of your ability, accurate and complete information about present complaints, past illnesses, hospitalizations, medications, and other matters relating your health. We ask that patients and their families report perceived risks in their care and unexpected changes in their condition. It is helpful for us to understand your environment by providing feedback about service needs and expectations.
2. Ask questions and request clear explanations of your care, treatments, and service in order to make informed decisions.
3. Follow the care, treatment, and service plan developed. Please express any concerns about your ability to follow the propose care plan or course of care, treatment and services. The facility will make every effort to adapt the plan to your specific needs and limitations. When such adaptations to the care, treatment, and service plan are not recommended, you will be informed of the consequences of these alternatives and of not following the proposed course.
4. Be responsible for the outcomes if you do not follow the care, treatment, and service plan provided to you.
5. Provide a copy of your Advance Directives, if you have created such documents, to those responsible for your care while you are in the facility.
6. Know and follow office policies showing respect and consideration for other patients and the individuals providing your health care. Meet the financial commitments made with Plastic Surgery Specialists as soon as possible .If you feel your rights have been violated in any way, please contact the Administrator immediately at 410-841-5355.

You may also contact: Office of Health Care Quality  
7120 Samuel Morse Drive  
2<sup>nd</sup> Floor  
Columbia, MD 21046  
1-800-492-6005

You may also contact:  
The Medicare Program  
[www.medicare.gov](http://www.medicare.gov) or call 1-800-MEDICARE