



NOTICE OF PRIVACY PRACTICES

Effective Date: January 1, 2026

Practice Name: Family Physicians of Spartanburg

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.

OUR RESPONSIBILITIES

We are required by federal and South Carolina law to maintain the privacy and security of your protected health information (PHI), provide you with this Notice, follow its terms, and notify you in case of a breach.

HOW WE MAY USE AND DISCLOSE YOUR INFORMATION

Treatment, Payment, and Healthcare Operations

We may use and disclose your PHI to provide care, bill for services, and operate our practice.

Business Associates (Use of Outside Vendors)

We may use third-party service providers ("Business Associates") such as record copying services, billing companies, and IT providers. These vendors are bound by agreements requiring them to safeguard your PHI and use it only for services performed on our behalf. When you authorize release of your records, these vendors may fulfill that request on our behalf.

Authorization

We will obtain your written authorization for uses and disclosures not otherwise permitted by law. You may revoke authorization in writing at any time.

As Required by Law

We may disclose PHI when required by law.

YOUR RIGHTS

You have the right to access your records, request corrections, request confidential communications, request restrictions, obtain an accounting of disclosures, and receive a copy of this Notice.

FEES FOR RECORDS (South Carolina)

We may charge reasonable, cost-based fees for copies of medical records as permitted by South Carolina law, including supplies, labor, and postage. If an outside medical records copying vendor is used to fulfill your request, that vendor may also charge fees in accordance with applicable law.

QUESTIONS OR COMPLAINTS

Privacy Officer: Tammy Lindsey

Phone: 864-576-9201

Address: 3021 Reidville Rd, Spartanburg, SC 29301

You may also contact the U.S. Department of Health and Human Services, Office for Civil Rights (OCR).