Medical University of South Carolina
CONSENT TO BE A RESEARCH SUBJECT

TITLE OF RESEARCH: Neurophysiological characterization of dry needling in people with spasticity due to stroke--COBRE

You are being asked to volunteer for a research study. Participation is completely voluntary. Research studies include only people who choose to take part. The purpose of this research study is to examine effects of dry needling on the nervous system (pathways between the muscle, spinal cord, and brain) in people with spasticity (increased muscle tone or muscle stiffness) due to chronic stroke. Dry needling is a procedure in which a thin, stainless steel needle is inserted into your skin to produce a muscle twitch response. It is intended to release a knot in your muscle and relieve pain.

To understand the effects of dry needling on the nervous system, researchers will perform several types of assessments. To measure the response of the nervous system, researchers will assess your spinal reflexes using electrical stimulation and monitoring of muscle activity (EMG). To understand the effect that this has on how you move, the researchers will examine how you move your leg and you will be asked to walk 30 feet at your fastest comfortable speed. To measure the general effect that dry needling has on spasticity, the examiner will move your leg for you to see if there are changes in your muscle tone.

If you agree to participate, you will be asked to complete a screening process for eligibility assessments. This procedure includes a review of medical records, assessments of how you move your leg, and assessments of muscle responses to non-invasive nerve stimulation. Once your eligibility is confirmed, you will go through 7 sessions. The first visit will take about 1.5 hours, during which we will determine electrode placement and make a removable cast that will assist us in consistent placement of electrodes at the next 6 visits. The second and fifth visits will take about 3 hours, and the remaining 4 visits will take about 1.5 hours. Dry needling will take place at the fifth visit only. During all visits you will be asked to participate in examinations of reflexes and leg function. The total study duration is 7 visits over 2 weeks.

This study is experimental and guarantees no direct benefits to you. Researchers hope that what is learned in this study will benefit people with chronic stroke. The risks of this study include mild discomfort and loss of confidentiality. Researchers will take appropriate steps to protect any information they collect about you. There is no penalty for declining to participate. If you choose not to participate in this study, you could receive other treatments for your condition, such as prescription medications and physical therapy. Another alternative is to not participate in this study.

If you are interested in learning more about this study, please continue to read below.

A. PURPOSE OF THE RESEARCH

In people with chronic stroke, one of the most common and disabling problems is spasticity. Currently, common treatments for spasticity are prescription medications (e.g. botox, baclofen, tizanidine) and physical therapy (stretches, massages, and transcutaneous electrical stimulation). Recently, an

increasing number of physical therapists have started administering dry needling to treat spasticity and associated pain. The goal of this study is to gain a better understanding of how dry needling effects the nervous system to aid in determining effective uses of this treatment.

Please read this consent form carefully and take your time making your decision. As the study staff discusses this consent form with you, please ask him/her to explain any words or information that you do not clearly understand. You are being asked to volunteer for a research study because you are an adult with chronic stroke. The investigator in charge of this study is Dr. Gretchen Seif. The National Institutes of Health and the Doscher Neurorehabilitation Research Program will sponsor this study. This study is being done at MUSC and approximately 20 volunteers with chronic stroke will take part in this study.

B. PROCEDURES

If you agree to be in this study, the following will happen:

1. Before the experiment starts, you will go over a few screening questions with a member of the research team. We may also ask to review your medical records. The study team will specifically want to know basic information regarding your stroke and other medical conditions, such as date of stroke, current medical conditions, and current medications. The study team will ask you about any changes to your medications or medication schedule at the beginning of each visit. As much as possible, the study team would like you to maintain a regular medication schedule throughout the study. This is to make sure that you are eligible to participate in the study.
2. A physical therapist certified in dry needling technique will perform dry needling during the fifth visit (second week). During dry needling, your skin will be cleaned with alcohol swabs and a disposable thin, stainless steel (acupuncture) needle will be inserted into your muscle to the trigger point (less than 1 inch below the skin) and moved up and down to elicit a muscle twitch. The needle may need to be inserted more than once. This can be painful. After the needle is removed, the therapist will rub the area to prevent bleeding and bruising and to help with discomfort. You can tell the therapist to stop at any time.
3. Researchers will assess your spinal reflexes using electrical stimulation and monitoring of muscle activity (EMG). This will happen 3 times at the second and fifth visits, then 1 time at your third, fourth, sixth, and seventh visits. A study therapist will test your leg function and spasticity, ask about your pain level, measure how much you can move your leg, and ask you to walk 30 feet at your fastest comfortable speed twice at the second and fifth visits, then 1 time at your third, fourth, sixth, and seventh visits. (More detailed descriptions of EMG can be found in steps 4 through 6)
4. You will be seated in a chair with either one of your arms or one of your legs secured onto a fitted form. This is to minimize movement during testing. Then, after cleaning the skin with alcohol, surface electrodes will be placed on your skin over leg muscles for monitoring muscle activity (EMG). We will also place stimulating electrodes over the nerve that controls the muscle being tested. Short electrical pulses will be sent to the stimulating

electrode. This may cause a brief, non-painful sensation. Electrode location will be adjusted so that you will have no discomfort.

5. We will measure the greatest level of muscle activation. You will be asked to push or pull your leg as hard as you can for just a few seconds.
6. You will then be asked to maintain a moderate level of muscle activity within a pre-set range. You will see your muscle activity level on the screen in front of you. Shortly after you achieve the pre-set range, a stimulus pulse will be given to generate a reflex response.
7. Remember that you always have the right to stop participation in this dry needling study at any time.
8. You may be withdrawn from the study without your consent if the researchers believe it is in your best interest or if you fail to follow study procedures.

Week 1			
Visit	**Day of the Week**	**Timepoint**	**Measures**
Day 1	Monday	Consent and Baseline	R
Day 2	Tuesday	1 week before "just before dry needling"	R, F
		1 week before "just after dry needling"	R
		1 week before "90 minutes after dry needling"	R, F
Day 3	Wednesday	1 week before "24 hours after needling"	R, F
Day 4	Friday	1 week before "72 hours after dry needling	R, F
Week 2			
Day 5	Tuesday	Just before dry needling	R, F
		DRY NEEDLING	
		Just after dry needling	R
		90 minutes after dry needling	R, F
Day 6	Wednesday	24 hours after dry needling	R, F
Day 7	Friday	72 hours after dry needling	R, F

* R: Reflex measurements, F: Fugl-Meyer assessment and 10-m walk test.

C. DURATION

Participation in the study will last 7 visits over a period of 2 weeks. Dry needling will take place on the fifth visit. Spinal reflexes, and leg function will be measured at all visits.

D. RISKS AND DISCOMFORTS

1. **Confidentiality:** There is a risk of loss of confidentiality of your information that is used in this study. However, every effort will be made to protect your confidentiality.

2. **Risks associated with Dry Needling:** There is a risk of bleeding, bruising, and pain, which will be minimized by putting you in a comfortable position during the treatment and applying gentle massage after needling. There is a small risk of infection or swelling. To minimize this risk, the physical therapist performing dry needling will wear gloves and clean the skin with an alcohol swab before inserting the needle. There is also a small risk of strong pain, nerve irritation, nerve injury, headache, fatigue, vertigo (feeling of moving or spinning), and nausea; and there is a rare risk for redness, itching, sweating, blood pressure changes, unconsciousness, increased heart rate, breathing difficulties, or vomiting. These risks will be minimized by placing you in a comfortable position and monitoring you throughout. And there is a very rare risk for a broken needle. At any point, you can request to discontinue the needling.

3. **Reactions to surface electrodes for muscle and brain activity monitoring**: There is a very small possibility that the recording and stimulating electrodes for measuring muscle activity will produce minor irritations, such as itchiness, but this is extremely unlikely in a short period of experiment. If itchiness ever occurs after the experiment, an over-the-counter topical cream will be provided to apply to the skin to reduce this temporary irritation

4. **Risk of Falling:** There is a risk of falling when performing the 10 meter walk test. You can use an adaptive device during this assessment, and the risk of falling is no greater than when you are walking at home or in the community with the same device. The risk of falling will be minimized by study staff, who will walk beside the participant and assist if he/she becomes fatigued or experiences a loss of balance. Please let us know if you do not feel comfortable walking 30 feet.

5. **Unknown Risks**: The experimental procedures may have unknown side effects. The researchers will let you know if they learn anything that might make you change your mind about participating in the study.

E. MEDICAL RECORDS AND/OR CERTIFICATE OF CONFIDENTIALITY

This research is covered by a Certificate of Confidentiality from the Federal government. This means that the researchers may not disclose information or biospecimens that may identify you, even by a court subpoena, in any federal, state, or local civil, criminal, administrative, legislative, or other proceedings, nor can the information or biospecimens be used as evidence, unless you have consented to this disclosure. Information or biospecimens protected by this Certificate cannot be disclosed to anyone else who is not connected with the research unless you have consented to the disclosure. More specifically, identifiable information or biospecimens will not be shared with your medical providers who are not involved in this research unless you authorize the study to disclose information to them, or if it is used for other scientific research, as allowed by federal regulations protecting research subjects.

Information about your study participation will not be in your MUSC medical record. This means that neither your research participation nor any of your research results will be included in any MUSC medical record. A Certificate of Confidentiality does not prevent you from voluntarily releasing information about yourself or your involvement in this research. If you want your research information

released to an insurer, medical care provider, or any other person not connected with the research, you must authorize the researchers to release it.

The Certificate of Confidentiality will not be used to prevent disclosure as required by federal, state, or local law. Examples of required disclosure include: child abuse and neglect, or harm to self and others, but there could be others.

Finally, a Certificate may not be used to withhold information from the Federal government needed for auditing or evaluating Federally funded projects or information needed by the FDA.

F. BENEFITS

This clinical study is experimental and we promise no direct benefits to you. However, you may benefit from the study intervention (i.e., dry needling). Researchers hope that there may be benefits to many people with chronic stroke.

G. COSTS

There will be no cost to you as a result of participation in this study.

H. PAYMENT TO PARTICIPANT

In return for your time and effort, you will be paid $45.00 for the second and fifth sessions and $15.00 for the other five sessions (up to $165 plus transportation costs) for study participation. The payment will be made even if you do not complete the session. You will be reimbursed $0.56 per mile for transportation costs; or if you are using a transportation service (CARTA, etc.), the fee may be reimbursed.

Payments that you receive from MUSC for participating in a research study are considered taxable income per IRS regulations. Payment types may be made with ClinCard or cash. If the total amount of payment you receive from MUSC reaches or exceeds $600.00 in a calendar year, you will be issued a Form 1099.

Payment for study visits may be made using a pre-paid debit card, called a ClinCard. It works like a bank debit card and you may use the card to purchase goods or services everywhere Debit MasterCard is accepted. You will be given a ClinCard at the beginning of the study. Each time you receive payment for participation in this study, the money will be added to the card, as outlined in the payment schedule above. Details of the debit card system are explained on an additional sheet.

I. ALTERNATIVES

If you choose not to participate in this study, you could receive other treatments for your condition. The standard therapies for spasticity are prescription medications (e.g. botox, baclofen, tizanidine)

and physical therapy (stretches, massages, and transcutaneous electrical stimulation). Another alternative is to not participate in this study.

J. DATA SHARING

Information about you (including your identifiable private information and/or any identifiable biospecimens) may have all of your identifiers removed and used for future research studies or distributed to other researchers for future research without additional informed consent from you or your legally authorized representative.

We would like to include data collected in this study and from other stroke related studies you may participate in with the Registry for Stroke Recovery (RESTORE-Pro00037803). RESTORE provides MUSC's stroke recovery research community with a database containing information on research participants including stroke type, disability status, and demographics to assist in recruitment. By including data from this study in RESTORE, MUSC researchers will have access to a more complete database with key elements of physical function characteristics for more targeted recruitment efforts in the future. Additionally, this could reduce the burden placed on subjects by reducing the duplicative efforts of collecting common data and assessments requested by multiple studies and storing them in one centralized and secure location. If you consent to participate in RESTORE your data from this study, including your personal health information, will be included in the registry. You will be asked to sign a Release of Study Records Form to share data from other stroke related studies in which you have participated. If you authorize this release your information from those studies will become part of the RESTORE registry study.

K. DISCLOSURE OF RESULTS

The results of the study will not be shared directly with the participants.

L. AUTHORIZATION TO USE AND DISCLOSE (RELEASE) MEDICAL INFORMATION

As part of this research study, your study doctor and his/her research team will keep records of your participation in this study.

The health information MUSC may use or disclose (release) for this research study includes information in your medical record, results of physical exams, medical history, lab tests or certain health information indicating or relating to your condition.

Your study doctor and his/her research team will use and disclose (release) your health information to conduct this study. The health information listed above may be used by and/or disclosed (released) to the following, as applicable:

- The sponsor of the study including its agents such as data repositories or contract research organizations monitoring the study;
- Other institutions and investigators participating in the study;
- Data Safety Monitoring Boards;
- Accrediting agencies;
- Clinical staff not involved in the study whom may become involved if it is relevant;
- Parents of minor children if less than 16 years old. Parents of children 16 years old or older require authorization from the child; or
- Health insurer or payer in order to secure payment for covered treatment;
- Federal and state agencies and MUSC committees having authority over the study such as:

    - The Institutional Review Board (IRB) overseeing this study; Committees with quality improvement responsibilities; Office of Human Research Protections; Food and Drug Administration; National Institutes of Health or Other governmental offices, such as a public health agency or as required by law.

Those persons who receive your health information may not be required by Federal privacy laws (such as the Privacy Rule) to protect it and may share your information with others without your permission, if permitted by laws governing them. You do not have to sign this consent form. If you choose not to sign, it will not affect your treatment, payment or enrollment in any health plan or affect your eligibility for benefits. However, you will not be allowed to be a participant in this research study.

You will be given a copy of this consent form. Your authorization will expire at the conclusion of this study or, if you are participating in a study designed for the development of a drug or device, your authorization will remain in effect until the drug or device is approved by the FDA or until the company's application to study the drug/device is withdrawn. You have the right to withdraw your agreement at any time. You can do this by giving written notice to your study doctor. If you withdraw your agreement, you will not be allowed to continue participation in this research study. However, the information that has already been collected will still be used and released as described above. You have the right to review your health information that is created during your participation in this study. After the study is completed, you may request this information.

Your health information will be used or disclosed when required by law. Your health information may be shared with a public health authority that is authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury or disability and for conducting public health surveillance, investigations or interventions. No publication or public presentation about the research study will reveal your identity without another signed authorization from you.

If you have questions or concerns about this Authorization or your privacy rights, please contact MUSC's Privacy Officer at (843) 792-8740.

Regulations require that you be given a copy of the MUSC Notice of Privacy Practices (NPP) describing the practices of MUSC regarding your health information. One can be found at the end of this form.

M. SIGNIFICANT NEW FINDINGS

If there are significant new findings during the course of the study, you will be notified.

N. STUDENT PARTICIPATION

Your participation or discontinuance will not constitute an element of your academic performance, nor will it be a part of your academic record at this Institution.

O. EMPLOYEE PARTICIPATION

Your participation or discontinuance will not constitute an element of your job performance or evaluation, nor will it be a part of your personnel record at this Institution.

P. CLINICAL TRIALS.GOV

A description of this clinical trial will be available on http://www.ClinicalTrials.gov, as required by U.S. Law. This Web site will not include information that can identify you. At most, the Web site will include a summary of the results. You can search this Web site at any time.

Q. FUTURE CONTACT

The researcher in charge of this study might like to contact you in the future about other research opportunities. Please initial by your choice below:

____Yes, I agree to be contacted

____No, I do not agree to be contacted

MUSC STANDARD PARAGRAPHS:

Results of this research will be used for the purposes described in this study. This information may be published, but you will not be identified. Information that is obtained concerning this research that can be identified with you will remain confidential to the extent possible within State and Federal law. The investigators associated with this study, the sponsor, and the MUSC Institutional Review Board for Human Research will have access to identifying information. All records in South Carolina are subject to subpoena by a court of law.

In the event that you are injured as a result of participation in this study, you should immediately go to the emergency room of the Medical University Hospital, or in case of an emergency go to the nearest hospital, and tell the physician on call that you are in a research study. They will call your study doctor who will make arrangements for your treatment. If the study sponsor does not pay for your treatment,

the Medical University Hospital and the physicians who render treatment to you will bill your insurance company. If your insurance company denies coverage or insurance is not available, you will be responsible for payment for all services rendered to you.

Your participation in this study is voluntary. You may refuse to take part in or stop taking part in this study at any time. You should call the investigator in charge of this study if you decide to do this. Your decision not to take part in the study will not affect your current or future medical care or any benefits to which you are entitled.

The investigators and/or the sponsor may stop your participation in this study at any time if they decide it is in your best interest. They may also do this if you do not follow the investigator's instructions.

Volunteers Statement

I have been given a chance to ask questions about this research study. These questions have been answered to my satisfaction. If I have any more questions about my participation in this study or study related injury, I may contact the study coordinator Blair Dellenbach at (843) 792-6313 or the Primary Investigator Gretchen Seif at (843) 792-9345. I may contact the Medical University of SC Patient and Family Care Liaison (843) 792-5555 concerning medical treatment.

If I have any questions, problems, or concerns, desire further information or wish to offer input, I may contact the Medical University of SC Institutional Review Board for Human Research IRB Manager or the Office of Research Integrity Director at (843) 792-4148. This includes any questions about my rights as a research subject in this study.

I agree to participate in this study. I have been given a copy of this form for my own records.

_____ _____

Signature of Person Obtaining Consent Date *Name of Participant

_____

Signature of Participant Date

MUSC Medical University of South Carolina

NOTICE OF PRIVACY PRACTICES

MUSC Organized Health Care Arrangement (OHCA)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESSS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

UNDERSTANDING YOUR PROTECTED HEALTH INFORMATION (PHI)
The Medical University of South Carolina and its affiliates (including but not limited to the Medical University Hospital Authority, MUSC Physicians, MUSC Physicians Primary Care, MUSC Health Partners, MUSC Health Alliance, MUSC Strategic Ventures, LLC, and MUSC Strategic Ventures (MSV) Health, Inc.) participate in a clinically integrated health care setting. As a result of this clinical integration, these organizations function as an Organized Health Care Arrangement (OHCA) as defined by the Health Insurance Portability and Accountability Act (HIPAA). For purposes of this notice, the members of the MUSC OHCA are collectively referred to in this document as "MUSC." **We collect, receive, or share this information about your past, present or future health condition to provide health care to you, to receive payment for this health care, or to operate the hospital and/or clinics.**

OUR PLEDGE REGARDING YOUR HEALTH INFORMATION
MUSC is committed to protecting the privacy of health information we create and obtain about you. This Notice tells you about the ways in which we may use and disclose health information about you. It also describes your rights and certain obligations we have regarding the use and disclosure of your health information. We are required by law to: (i) make sure your health information is protected; (ii) give you this Notice describing our legal duties and privacy practices with respect to your health information; and (iii) follow the terms of the Notice that is currently in effect.

HOW WE MAY USE AND RELEASE YOUR PROTECTED HEALTH INFORMATION (PHI) –

A. The following uses do NOT require your authorization, except where required by SC law:
1. For treatment. Your PHI may be discussed by caregivers to determine your plan of care. For example, the physicians, nurses, medical students and other health care personnel may share PHI in order to coordinate the services you may need.
2. To obtain payment. We may use and disclose PHI to obtain payment for our services from you, an insurance company or a third party. For example, we may use the information to send a claim to your insurance company.
3. For health care operations. We may use and disclose PHI for hospital and/or clinic operations. For example, we may use the information to review our treatment and services and to evaluate the performance of our staff in caring for you.
4. Business Associates. Your medical information could be disclosed to people or companies outside our Health System who provide services. These companies typically are required to sign special confidentiality agreements before accessing your information. They are also subject to fines by the federal government if they use/disclosure your information in a way that is not allowed by law.
5. For public health activities. We report to public health authorities, as required by law, information regarding births, deaths, various diseases, reactions to medications and medical products.
6. Victims of abuse, neglect, domestic violence. Your PHI may be released, as required by law, to the South Carolina Department of Social Services when cases of abuse and neglect are suspected.
7. Health oversight activities. We will release information for federal or state audits, civil, administrative or criminal investigations, inspections, licensure or disciplinary actions, as required by law.
8. Judicial and administrative proceedings. Your PHI may be released in response to a subpoena or court order.
9. Law enforcement or national security purposes. Your PHI may be released as part of an investigation by law enforcement or for continuum of care when in the custody of law enforcement.
10. Military and Veterans. If you are a member of the U.S. or foreign armed forces, we may release your medical information as required by military command authorities.
11. Uses and disclosures about patients who have died. We may provide medical information to coroners, medical examiners and funeral directors so they may carry out their duties.
12. For purposes of organ donation. As required by law, we will notify organ procurement organizations to assist them in organ, eye or tissue donation and transplants.
13. Research. We may use and disclosure your medical information for research purposes. Most research projects are subject to Institutional Review Board (IRB) approval. The law allows some research to be done using your medical information without requiring your written approval.
14. To avoid harm. In order to avoid a serious threat to the health or safety of a person or the public, we may release limited information to law enforcement personnel or persons able to prevent or lessen such harm.
15. For workers compensation purposes. We may release your PHI to comply with workers compensation laws.
16. Marketing. We may send you information on the latest treatment, support groups, reunions, and other resources affecting your health.
17. Fundraising activities. We may use your PHI to communicate with you to raise funds to support health care services and educational programs we provide to the community. You have the right to opt out of receiving fundraising communications with each solicitation.
18. Appointment reminders and health-related benefits and services. We may contact you with a reminder that you have an appointment.
19. Disaster Relief Efforts. We may disclose your medical information to an entity assisting in disaster relief efforts so that your family can be notified about your condition.
Note: incidental uses and disclosures of PHI sometimes occur and are not considered to be a violation of your rights. Incidental uses or disclosures are by-products of otherwise permitted uses or disclosures which are limited in nature and cannot be reasonably prevented.

B. You may object to the following uses of PHI:
1. Inpatient hospital directories. Unless you tell us not to, we may include your name, location, general condition and religious affiliation in our patient directory so your family, friends and clergy can visit you and know how you are doing.

2. Information shared with family, friends or others. Unless you tell us not to, we may release your PHI to a family member, friend, or other person involved with your care or the payment for your care.
3. Health plan. You have the right to request that we not disclose certain PHI to your health plan for health services or items when you pay for those services or items in full.

C. Your prior written authorization is required (to release your PHI) in the following situations:
You may revoke your authorization by submitting a written notice to the privacy contact identified below. If we have a written authorization to release your PHI, it may occur before we receive your revocation.
1. Any uses or disclosures beyond treatment, payment or healthcare operations and not specified in parts A & B above.
2. Mental Health Records unless permitted under an exception in section A.
3. Substance Use Disorder Treatment records unless permitted under an exception in section A.
4. Any circumstance where we seek to sell your information.

WHAT RIGHTS YOU HAVE REGARDING YOUR PHI

Although your health record is the physical property of MUSC, the information belongs to you, and you have the following rights with respect to your PHI:
A. The Right to Request Limits on How We Use and Release Your PHI. You have the right to ask that we limit how we use and release your PHI. We will consider your request, but we are not always legally required to accept it. If we accept your request, we will put any limits in writing and abide by them except in emergency situations. Your request must be in writing and state (1) the information you want to limit; (2) whether you want to limit our use, disclosure or both; (3) to whom you want the limits to apply, for example, disclosures to your spouse; and (4) an expiration date**.**
B. The Right to Choose How We Communicate PHI with You. You have the right to request that we communicate with you about PHI and/or appointment reminders in a certain way or at a certain location (for example, sending information to your work address rather than your home address). You must make your request in writing and specify how and where you wish to be contacted. We will accommodate reasonable requests.
C. The Right to See and Get Copies of Your PHI. You have the right to inspect and/or receive a copy (an electronic or paper copy) of your medical and billing records or any other of our records used to make decisions about your care. You must submit your request in writing. If you request a copy of this information, we may charge a cost-based fee. MUSC will act on a request for access or provide a copy usually within 30 days of receipt of the request. We may deny your request in limited circumstances. If you are denied access to your records, you may request that the denial be reviewed by a licensed health care professional. Additionally, we may use and disclose information through our secure patient portal which may allow you to view and communicate with certain health care providers in a secure manner. For more information see our https://mychart.musc.edu/mychart/
D. The Right to Get a List of Instances of When and to Whom We Have Disclosed Your PHI. This list may not include uses such as those made for treatment, payment, or health care operations, directly to you, to your family, or in our facility directory as described above in this Notice of Privacy Practices. This list also may not include uses for which a signed authorization has been received or disclosures made more than six years prior to the date of your request.
E. The Right to Amend Your PHI. If you believe there is a mistake in your PHI or that a piece of important information is missing, you have the right to request that we amend the existing information or add the missing information. You must provide the request and your reason for the request in writing. We may deny your request in writing if the PHI is correct and complete or if it originated in another facility's record. Notification will be provided within 60 days.
F. The Right to Receive a Paper or Electronic Copy of This Notice: You may ask us to give you a copy of this Notice at any time. For the above requests (and to receive forms) please contact: Health Information Services (Medical Records), Attention: Release of Information / 169 Ashley Avenue / MSC 349 / Charleston, SC 29425. The phone number is (843) 792-3881.
G. The Right to Revoke an Authorization. If you choose to sign an authorization to release your PHI, you can later revoke that authorization in writing. This revocation will stop any future release of your health information except as allowed or required by law.
H. The Right to be Notified of a Breach. If there is a breach of your unsecured PHI, we will notify you of the breach in writing.

HEALTH INFORMATION EXCHANGES

MUSC, along with other health care providers, belongs to health information exchanges. These information exchanges are used in the diagnosis and treatment of patients. As a member of these exchanges, MUSC shares certain patient health information with other health care providers. Should you require treatment at another location that is a part of one of these exchanges, that provider may gather historical health information to assist with your treatment. You have the option of saying that this cannot be done. If you choose not to take part in these alliances, please contact the MUSC Privacy Office at 792-4037.

HOW TO COMPLAIN ABOUT OUR PRIVACY PRACTICES

If you think your privacy rights may have been violated, or you disagree with a decision we made about access to your PHI, you may file a complaint with the office listed in the next section of this Notice. **Please be assured that you will not be penalized and there will be no retaliation for voicing a concern or filing a complaint. We are committed to the delivery of quality health care in a confidential and private environment.**

PERSON TO CONTACT FOR INFORMATION ABOUT THIS NOTICE OR TO COMPLAIN ABOUT OUR PRIVACY PRACTICES

If you have any questions about this Notice or any complaints about our privacy practices please call the Privacy Officer (843) 792-4037, the Privacy Hotline (800) 296-0269, or contact in writing: HIPAA Privacy Officer / 169 Ashley Avenue / MSC 332 / Charleston SC 29425. You also may send a written complaint to the U.S. Dept. of Health and Human Services, Office for Civil Rights. The address will be provided at your request or by visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.

CHANGES TO THIS NOTICE

We reserve the right to change the terms of this Notice at any time. The changes will apply to all existing PHI we have about you.. This Notice will always contain the effective date and may be reviewed at http://academicdepartments.musc.edu/musc/about/compliance/privacy.html

EFFECTIVE DATE OF THIS NOTICE

This Notice went into effect on April 14, 2003 and was last revised on August 2018.