

CENTER FOR FOOT AND ANKLE RESTORATION
(A Division of Orthopedic Specialists)
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NOTICE OF PRIVACY PRACTICES

<p>This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.</p>

Protected health information, about you, is obtained as a record of your contacts or visits for healthcare services with the above entities. This information is called protected health information. Specifically, "Protected Health Information" is information about you, including demographic information (i.e. name, address, phone, etc.) that may identify you and relates to your past, present, future physical or mental health condition and related health care services.

We are required to follow specific rules on maintaining the confidentiality of your protected health information, how our staff uses your information, and how we disclose or share this information with other healthcare professionals involved in your care and treatment. This Notice describes your rights to access and control your protected health information. It also describes how we follow those rules and use and disclose your protected health information to provide treatment, obtain payment for services you receive, manage our healthcare operations, and for other purposes that are permitted or required by law.

**If you have any questions about this Notice, please contact our Privacy Manager at
214-265-7175**

Your Rights Under The Privacy Rule

The U.S. Department of Health and Human Services created regulations intended to protect patient privacy as required by the Health Insurance Portability and Accountability Act (HIPAA). Those regulations create several privileges that patients may exercise. We will not retaliate against patients who exercise their HIPAA rights. The following is a statement of your rights, under the Privacy Rule, in reference to your protected health information. Please feel free to discuss any questions with our staff.

You have the right to receive and we are required to provide you with a copy of this Notice of Privacy Practices – We are required to follow the terms of this notice. We reserve the right to change the terms of our policies and this Notice at any time and have those revised policies apply to all protected health information we maintain. If or when we change our Notice, we will post the new Notice in the office where it can be seen. You may request a paper copy of this new Notice, or any revised Notice, at any time

You have the right to authorize other use and disclosure – This means you have the right to authorize or deny any other use or disclosure of protected health information not specified in this notice. You may revoke an authorization, at any time, in writing, except to the extent that your physician or our office has taken action in reliance on the use or disclosure indicated in the authorization.

You have the right to designate a personal representative – This means you may designate a person with the delegated authority to consent to, or authorize the use of protected health information.

You have the right to inspect and copy your protected health information - This means you may inspect and obtain a copy of protected health information about you that is contained in your patient record.

You have the right to request a restriction of your protected health information – This means you may ask us, in writing, not to use or disclose any part of your protected health information for the purposes of treatment, payment, or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy practices. We DO NOT have to agree to this restriction, but if we do agree, we will comply with your request except under emergency circumstances.

You may have the right to have us amend your protected health information – This means you may request an amendment of your protected health information for as long as we maintain this information. In certain cases, we may deny your request for an amendment.

You have the right to request an accountability of certain disclosures – This means that you may request a listing of your protected health information disclosures we have made to entities or persons outside of our office and that qualify under HIPAA.

Complaints

You may complain to us or the Secretary of Health and Human Services if you believe your privacy rights have been violated. You may file a complaint with us by notifying our Privacy Officer of your complaint.

How we May Use or Disclose Protected Health Information

The following are examples of the use and disclosures of your protected health care information that we are permitted to make. These examples are not meant to be exhaustive, but to describe the types of uses and disclosures that may be made by our office.

For Treatment – We may use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party that is involved in your care and treatment. For example, we would disclose your protected health information, as necessary, to a pharmacy that would fill your prescriptions. We will also disclose protected health information to other physicians who may be involved in your care and treatment.

We may also call you by name in the waiting room when your physician is ready to see you. We may also disclose your protected health information, as necessary, to contact you to remind you of any appointment. We may contact you by phone or other means to provide results from exams or tests, and to provide you information that describes or recommends treatment alternatives regarding your care. And, we may contact you to provide information about health related benefits and services offered by our office.

For Payment – Your protected health information will be used, as needed, to obtain payment for your health care services. For example, we may complete a claim form to obtain payment from your insurer or HMO. That form will contain medical information, such as description of the medical services provided to you, that your insurer or HMO needs to approve payment to us. This may also include certain activities that your health insurance plan may undertake before it approves or pays for the health care services we recommend for you, such as; making a determination of eligibility or coverage for insurance benefits, reviewing services provided to you for medical necessity, and undertaking utilization review activities.

For Healthcare Operations – We may use or disclose, as needed, your protected health information in order to support the business activities of the practice. This includes, but is not limited to: billing and transcription services, business planning and development, quality assessment and improvement, medical review, legal services, and auditing functions. It also includes education, provider credentialing, certification, underwriting, rating, or other insurance related activities. Additionally, it includes business administrative activities such as customer service compliance with privacy requirements, internal grievance procedures, due diligence in connection with the sale or transfer of assets, and creating de-identified information.

Other Permitted and Required Uses and Disclosures

We may also use and disclose your protected health information in the following instances. You have the opportunity to agree or object to the use or disclosure of all or part of your protected health information.

To Others Involved in Your Healthcare – Unless you object, we may disclose to a member of your family, a relative, a close friend, or any other person, you identify, your protected health information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment. We may use or disclose protected health information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care, general condition, or death. If you are not present or able to agree or object to the use or disclosure of your protected health information, then your physician may, using professional judgment, determine whether the disclosure is in your best interest. In this case, only the protected health information that is relevant to your health care will be disclosed.

As Required by Law – We may use or disclose your protected health information to the extent that law requires the use or disclosure.

For Public Health – We may disclose your protected health information for public health activities and purposes to a health authority that is permitted by law to collect or receive that information.

For Communicable Diseases – We may disclose your protected health information, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.

For Health Oversight - We may disclose your protected health information to a health oversight agency for activities authorized by law, such as audits, investigation, and inspections.

In Cases of Abuse or Neglect – We may disclose your protected health information to a public health authority by law to receive reports of child abuse or neglect. In addition, we may disclose your protected health information if we believe that you have been a victim of abuse, neglect or domestic violence to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable federal and state law.

To The Food and Drug Administration - We may disclose your protected health information to a person or company required by the Food and Drug Administration to report adverse events, product defects or problems, biologic product deviations, or to track products to enable product recalls, make repairs or replacements, or to conduct post marketing surveillance, as required.

For Legal Proceedings - We may disclose your protected health information in the course of any judicial or administrative proceedings, in response to an order of the court or administrative tribunal (to the extent such disclosure is expressly authorized), and, in certain conditions, in response to subpoenas, discovery request or other lawful processes.

To Law Enforcement - We may disclose your protected health information, so long as applicable legal requirements are met, for law enforcement purposes.

To Coroners, Funeral Directors and Organ Donation - We may disclose your protected health information to a coroner or medical examiner for identification purposes, determining cause of death or for the coroner or medical examiner to perform other duties authorized by law. We may also disclose protected health information to a funeral director, as authorized by law, in order to permit the funeral director to carry out their duties. Protected health information may be used and disclosed for cadaveric organ, eye or tissue donation purposes.

In Cases of Criminal Activity – Consistent with applicable federal and state laws, we may disclose your protected health information, if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to health or safety of a person or the public. We may also disclose protected health information if it is necessary for law enforcement to identify or apprehend an individual.

For Military Activity and National Security – When the appropriate conditions apply, we may disclose protected health information of individuals who are Armed Forces personnel (1) for activities deemed necessary by appropriate military command authorities; (2) for the purpose of a determination by the Department of Veterans Affairs of your eligibility for benefits; or (3) to a foreign military authority if you are a member of that foreign military service.

For Worker's Compensation – We may disclose your protected health information as authorized to comply with worker's compensation laws and other similar legally established programs.

When an Inmate – We may disclose your protected health information if you are an inmate of a correctional facility and your physician created or received your protected health information in the course of providing care for you.

Required Uses and Disclosures – Under the law, we must make disclosures about you and, when required by the Secretary of the Department of Health and Human Services, to investigate or determine our compliance with the requirements of the Privacy Rule.