

\*\*\* FOR YOUR REFERENCE ONLY – DO NOT RETURN THIS FORM TO THE OFFICE \*\*\*

“NOTICE OF PRIVACY PRACTICES”

**ADVANCED FOOT & ANKLE CENTER**

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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.*

**Uses & Disclosures:** Our practice collects personal health information on you that may be used for three primary purposes:

- 1.) **Treatment** – For example, we will prepare a record of information each time we see you in or out of the office while you are under our care. This medical record is used to keep track of changes in your condition as well as remind us of your past care, treatment, allergies and other facts relevant to your overall health. This information may be passed on to other providers as part of a coordinated health care program for you.
- 2.) **Payment** – We must report elements of your personal health information, such as specific treatments, visits, tests, and surgeries along with related diagnoses to third party payers to properly determine benefits payable on your behalf for the services we render. We only report the minimum necessary information process the claim.
- 3.) **Health Care Operations** – In order to provide you with high-quality health care we often need to be able to use your personal health information for purposes such as pre-registering you at the hospital if you ever need to be admitted or provide your pharmacy with a prescription so that it is ready to pick up when you arrive. Again, we are committed to using the minimum necessary information to achieve these purposes.

In addition, we will use or disclose your personal health information under the following circumstances:

- When we receive a valid authorization from you
- If you give us an oral authorization
- If we are required by law to disclose your personal health information to others such as public health agencies

**Required Disclosures:** We are required to disclose the information to you if you request it and we are required to disclose the information to the US DHHS for compliance determinations of this practice. We may disclose information about you without your authorization for the following reasons:

- When required by law, for judicial proceedings or law enforcement
- For worker’s compensation
- For uses and disclosures about decedents
- Uses and disclosures for cadaver tissue donation
- To avert a serious threat to public health or safety
- Disclosures about abuse or neglect or domestic violence

Other uses and disclosures will be made only with your written authorization and you may revoke such authorization by writing to us at our practice address or delivering a written revocation to us in person. We may periodically call you to remind you of appointments and we may advise you of treatment alternatives and benefits that may be of interest to you based on your health condition or status.

***Your rights:*** You have a right to request restrictions on the use and disclosure of your personal health information. Our practice is not obligated to accept your restrictions though, however, if we do accept the restriction it must be complied with fully on our part.

You have a right to inspect and have a copy of your personal health information. If you would like a copy please request the information in writing or use a form available in our office for the request.

You have the right to request amendments to your personal information. We will not amend any information we did not create. We are not obligated to make an amendment to your personal health information but we will include your request for the amendment as part of your personal health information.

You have a right to an accounting for the prior six years (but no earlier than the effective date of this notification) for uses and disclosure for purposes other than treatment, payment and health care operations and our practice.

You have a right to a paper copy of this notification. The current version will be provided to you at your request.

***Our Duties:*** We are obligated by law to protect your privacy and we will do our utmost to fulfill that duty to you. We will abide by all the terms in this notification, but we reserve the right to change the terms of this notice and the personal health information it protects.

We will do our very best to make certain rights protected and we carry out our responsibilities to you. If you have any complaint we encourage you to contact us. It is our sincere desire to preserve your privacy and fulfill our duties. We will take no retaliatory action against any person for exercising their right to the resolution of a grievance. To the contrary we encourage your comments criticisms. If we cannot resolve the issue for you, you have the right to file a grievance and make a complaint to the US Department of Health & Human Services.

**To make a complaint or ask any questions concerning this policy please contact our office manager, Angie Inlow at (831) 373-3839.**

EFFECTIVE DATE OF POLICY: April 14, 2003