

Performance Foot and Ankle, LLC - Notice of Privacy Practices

This notice describes how information about you may be used and disclosed, and how you can get access to this information. Please review it carefully.

Understanding Your Health Record/Information

Whenever you visit a hospital, physician, or healthcare provider, you are establishing a healthcare record with the provider. Your healthcare record contains notes about your visit including such things as your symptoms, examination and test results, diagnoses, treatment and a plan for future care or treatment. Your healthcare or medical record serves many purposes. Understanding what is in your record and how health information is used helps you to ensure its accuracy. It also helps you to understand who may access your health information and under what conditions, and it helps you to make more informed decisions when authorizing disclosure to others.

- It may be used to plan your care and treatment.
- It may be used to obtain payment from a third-party, such as an insurance company or Medicare and Medicaid.
- It is a means of communication among the many health professionals who contribute to your care.
- It is a legal document describing the care that you received.
- It is a means by which you or a third-party payer can verify that services billed were actually provided.
- It may be used as a tool in educating health professionals as a source of data for medical research.
- It may be a source of information for public health officials.
- It may be a source of data for facility planning and marketing.
- It may be a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Your Health Information Rights

The physical record of your health is the property of the healthcare practitioner, or facility that compiled it. However, the underlying information belongs to you. You have the right to:

- Request restrictions on certain uses and disclosures of your information, however we do not have to comply with your request.
- Obtain a paper copy of the notice of information practices upon request.
- Inspect and obtain a copy of your health record, except in limited circumstances (you may be charged a reasonable fee for copying).
- Request amendment to your healthcare record, if we believe that the information in the healthcare record is accurate, a request for amendment may be denied, however the request and reason for denial will be clearly documented and become part of the healthcare record.
- Obtain an annual accounting of disclosures of your health information (you will be charged for additional accountings).
- Request communications of your health information by alternative means or at alternative locations.
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

Requests for restrictions on use or disclosure must be made in writing. We do not have to honor your request for restrictions on activities that are otherwise allowable under the law. If we deny your request, you will receive notification of our denial along with a written basis for the denial. We will notify you within 30 days of our decision.

The Responsibilities of Performance Foot and Ankle, LLC.

We are required to:

- Maintain the privacy of your health information.
- Provide you with a "Notice of Privacy Practices" that describes our legal duties and privacy practices with respect to information we collect and maintain about you.
- Abide by the terms of our "Notice of Privacy Practices".
- Notify you if we will not agree to a requested restriction.
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices at any time and to make any new provisions effective for all the protected health information we maintain. Prior to making any significant changes in our privacy practices, we will change our "Notice of Privacy Practices" and post the Notice in the reception room and/or examination rooms. You will be provided a copy of our new "Notice of Privacy Practices" if any of our information practices change.

We will not use or disclose your health information without your authorization, except as described in this notice.

Performance Foot and Ankle, LLC Consent for Treatment

As a condition for treatment(except for emergency treatment) you are required to sign a consent for use and disclosure of Protected Health Information for purposes of treatment, payment and healthcare operations. We use information about you for treatment, to obtain payment, and to evaluate the quality of care you receive. In certain instances, when we are required to do so as authorized by law, we may use or disclose your information when it is not for payment, treatment, or healthcare operations.

Business Associate Relationships

There are some services provided in our organization through contacts with business associates. Examples of these services may include certain laboratory or diagnostic testing services, medical transcription services, and a computer clearinghouse for billing of electronic medical claims. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we've asked them to do and bill you or your third-party carrier for services rendered. To protect your health information, however, we require the business associate to appropriately safeguard your information. The business associate is obligated to protect your information in the same manner as we do.

Communication with Family

Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

Research

We may disclose information to medical researchers when their research has been approved by an institutional review board. The purpose of which is for education and professional publication with the collection of data regarding quality assurance and treatment outcomes. The research is performed within established protocols to ensure the privacy of your health information.

Workers' Compensation

We may disclose health information to the extent authorized by, and to the extent necessary to comply with laws relating to workers' compensation or other similar programs established by law.

Public Health

As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Correctional Institution

If you are an inmate of a correctional institution, we may disclose to the institution or agents thereof information necessary for your health and the health and safety of other individuals.

Law Enforcement

We may disclose health information for law enforcement purposes as required by law or in response to a valid court order or subpoena.

Federal law makes provisions for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

For More Information or to Report a Problem

If you have questions and would like additional information, you may contact *Performance Foot and Ankle, LLC. Privacy Officer at (330) 473-1447*

If you believe that your privacy rights have been violated, you can file a complaint with the *Performance Foot and Ankle, LLC. Privacy Officer at (330) 473-1447, or with the Secretary of Health and Human Services*. There will be no retaliation for filing a complaint. The *Performance Foot and Ankle, LLC. Privacy Officer* can provide you with the appropriate address upon request.

Our Legal Duty

We are required by law to protect the privacy of your information, provide this notice about our information practices, and follow the information practices that are described in this notice.