

# ORTHOPAEDIC CLINIC OF DAYTONA BEACH, P.A. NOTICE OF PRIVACY PRACTICES

**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.**

## Our Responsibilities

Federal law requires health care providers to keep your protected health information private. The law also requires us to provide you with this notice. This notice explains our legal duties and privacy practices regarding protected health information. We must follow the terms of this notice. This notice becomes effective on June 1, 2004.

## How Orthopaedic Clinic of Daytona Beach, P.A. Uses and Discloses Protected Health Information

Orthopaedic Clinic of Daytona Beach, P.A. ("Orthopaedic Clinic") uses your health information to pay for your health services and to operate our business. Orthopaedic Clinic may also use your health information to tell you about treatment alternatives or other health-related benefits and services.

The following are some examples of how we may use your health information:

- We may send information regarding your treatment to your insurance provider. This information may identify you and the type of care you received.
- We may send appointment reminders or leave messages for you, which will disclose your identity and appointment information.

Orthopaedic Clinic may also use and disclose your health information as permitted by law, potentially including disclosures:

- For public health, such as disaster relief, disease control, or to report abuse, neglect, or domestic violence.
- For health oversight, such as inspections, investigations, and audits.
- To avert a serious threat to health or safety of a person or the public.
- To law enforcement, or in response to a court order, subpoena, or other legal process.
- To a law enforcement officer or a correctional institution that has you in custody.
- To the federal government for national security, protective services, military, or veterans activities.
- To conduct research.
- For workers' compensation or other similar programs.
- To coroners, medical examiners, and funeral directors, and for organ donations.
- To your family or other persons who are involved in your medical care. (You have the right to object to disclosing this information.)
- As otherwise required by law.

Other uses or disclosures of your protected health information require your written authorization. If you give us your authorization, you may cancel it by writing to the address listed in the contact information below. If you cannot give your authorization due to an emergency, Orthopaedic Clinic may release your health information if it is in your best interest.

## Your Health Information Rights

You have the following rights with respect to your protected health information:

- To see or obtain a copy of your health information that is maintained by Orthopaedic Clinic. We may not be able to provide health information that is excluded from disclosure by law. We may charge a copying fee.
- To request that Orthopaedic Clinic amend health information that is maintained by Orthopaedic Clinic which is wrong or incomplete.
- To request a list of where Orthopaedic Clinic has sent your health information. The list may not include disclosures authorized by you, disclosures for treatment, payment, and health care operations, or other disclosures permitted by law.
- To request that Orthopaedic Clinic contact you at a different address or phone number, if contacting you about your health information at your present location would endanger you.
- To request that Orthopaedic Clinic limit the use and disclosure of your health information. Orthopaedic Clinic is not required to agree to your request.
- To request another copy of this notice.

## Contact Information

If you have any questions, wish to make a request regarding your health information, or would like a paper copy of this notice, please submit a written request to: Administrator, Orthopaedic Clinic of Daytona Beach, P.A., 1075 Mason Avenue, Daytona Beach, FL 32117.

## Filing a Complaint

If you believe your privacy rights have been violated, you may file a complaint with Orthopaedic Clinic and the Secretary of the Department of Health and Human Services at the addresses listed below. You will not be retaliated against for filing a complaint.

Administrator  
1075 Mason Avenue  
Daytona Beach, FL 32117

Secretary of Health and Human Services  
200 Independence Avenue, SW  
Washington D.C. 20201

## Future Changes to the Notice of Privacy Practices

Orthopaedic Clinic reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information that we maintain.