

NOTICE OF PRIVACY POLICIES FOR FOOT & ANKLE CENTER OF OCALA, P.A.

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.

Introduction

At Foot & Ankle Center of Ocala, PA (FACO), we are committed to treating and using protected health information about you in a responsible manner. This notice describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information. This Notice is effective December 1, 2009, and applies to all Protected health information as defined by federal regulations.

Understanding Your Health Record/Information

Each time you visit FACO, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as:

- A basis for planning your care and treatment.
- A means of communication among the many health professionals who contribute to your care
- A legal document describing the care you received
- A means by which you or a third-party payer can verify that services billed were actually provided
- A tool in educating health professionals
- A source of data for medical research
- A source of information for public health officials charged with improving the health of this state and the nation
- A source of data for our planning and marketing
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and make informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of FACO, the information belongs to you. You have the right to:

- Inspect and copy your health record as provided for in 45CFR 164-524
- Amend your health record as provided in 45 CFR 164.528
- Obtain an accounting of disclosures of your health information as provided in 45CFR164.528
- Receive confidential communications of your health information
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522. You should be aware that FACO is not required to agree to a requested restriction
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken

Our Responsibilities:

- Maintain the privacy of your health information
- Provide you with this notice as to our legal duties and privacy practices with respect to protected health information we collect and maintain about you
- Abide by the terms of this notice
- Notify you if we are unable to 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 and to make the new provisions effective for all protected health information we maintain. You may obtain a revised notice of privacy practices by calling the office and requesting a revised copy be sent to you or asking for one at the time of your next appointment.

We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue using or disclosing your health information after we have received a written revocation of the authorization according to the procedures included in the authorization.

For More Information or to Report a Problem

If you have questions and would like additional information, you contact the practice's privacy officer at (352) 861-1055.

If you believe your privacy rights have been violated, you can file a complaint with the practice's privacy officer or with the Officer for Civil Rights, U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint with either the privacy officer or the Officer for Civil Rights. The address for the privacy officer and/or the OCR is listed below:

Privacy Officer

Foot & Ankle Center of Ocala, P.A.
6160 SW Hwy 200; Suite 100
Ocala, FL 34476

Officer for Civil Rights

U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509, HHH Building
Washington, DC 20201

Examples of Disclosure for Treatment, Payment and Health Operations

We will use your health information for treatment.

For example: Information obtained by a nurse, a physician, or other member of your health care team will be recorded in your record and used to determine the course of treatment that should work best for you. We may use and disclose medical information about you to doctors, nurses, technicians, or other health care professionals who are involved in taking care of you. Health care professionals may also share medical information in order to coordinate the different services you need, such as lab work and x-rays, or the provision of a prescription(s).

We will use your health information for payment.

For Example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

We will use your health information for regular health operations.

For example: Members of the medical staff, the risk or quality improvement manager or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. The information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

Business associates: There are services provided in our organization through contracts with business associates. Examples include Medical Manager Software, Pod Med Software, Credit Bureau, and consultants. When these services are contracted, we may disclose your health information to our business associates so that they can perform the job we have asked them to do. To protect your health information, however, we require the business associate to appropriately safeguard your information.

Appointment and Patient Recall Reminders: We may ask that you sign in at the receptionist's desk on the day of your appointment at FACO. We may use the disclosed medical information to contact you regarding appointment reminders, insurance items and clinical care, including laboratory test results, among others. This contact may be by phone, in writing, and may involve the leaving of a message on an answering machine, or otherwise which could (potentially) be received or intercepted by others.

Emergencies: We may use or disclose your protected health information in an emergency situation. If this happens, your physician shall try to obtain your consent as soon as reasonably practicable after the delivery of the treatment.

Notification: We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your treatment.

Communication with family : Health professionals, using their best judgment, may disclose to a family member, other relatives, close personal friend, or any other person you identify, the health information relevant to that persons involvement in your care or payment related to your care.

Food and Drug Administration (FDA): We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Workers Compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to enable 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.

Law enforcement: We may disclose health information for law enforcement purpose .as required by law or in response to a valid subpoena.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that an FACO staff 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.

Foot & Ankle Center of Ocala, P.A. will do everything possible to ensure your privacy. Maintaining both the confidentiality and the privacy of our patients' personal and medical information is of utmost importance to the staff of FACO.

12/2009