

NOTICE OF PRIVACY PRACTICES

Note: This Notice describes how medical information about you maybe used and disclosed and how you can get access to this information. Please read it carefully. If you have any questions about this Notice, please contact our Privacy Officer whose name is listed at the last page of this Notice.

WHO WILL FOLLOW THIS NOTICE

This Notice describes the information privacy practices followed by our employees, staff and other office personnel. The practices described in this Notice will also be followed by health care providers you consult with by telephone (when your regular health care provider from our office is not available) who provide “call coverage” for your health care provider.

YOUR HEALTH INFORMATION

This Notices applies to the information and records we have about your health, health status, and the health care and services you receive at this office.

We are required by law to give you this Notice. It will tell you about the ways in which we may use and disclose health information about you and describes your rights and our obligations regarding the use and disclosure of that information.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

We must have your written, signed *Consent* to use and disclose health information for the following purposes:

For treatment We may use health information about you to provide you with medical treatment or services. We may disclose health information about you to doctors, nurses, technicians, office staff or other personnel who are involved in taking care of you and your health.

For example, your doctor may be treating you for a heart condition and may need to know if you have other health problems that could complicate your treatment. The doctor may use your medical history to decide what treatment is best for you. The doctor may also tell another doctor about your condition so that doctor can help determine the most appropriate care for you.

Different personnel in our office may share information about you and disclose information to people who do no work in our office in order to coordinate your care, such as phoning in prescriptions to your pharmacy, scheduling lab work and ordering x-rays. Family members and other health care providers may be part of your medical care outside this office and may require information about you that we have.

For Payment We may use and disclose health information about you so that the treatment and services you receive at this office may be billed to and payment may be collected from you, and insurance company or a third party. For example, we may need to give your health plan information about a service you received here so your health plan will pay us or reimburse you for the services to obtain prior approval, or to determine whether you plan will cover the treatment.

For Health Care Operations We may use and disclose health information about you in order to run the office and make sure that you and our other patients receive quality care. For example, we may use your health information to evaluate the performance of our staff in caring for you. We may also use health information about all or many of our patients to help us decide what additional services we should offer, how we can become more efficient, or whether certain new treatments are effective

Appointment Reminders We may contact you as a reminder that you have an appointment for treatment or medical care at the office.

Treatment Alternatives We may tell you about health-related products or services that may be of interest to you.

Please notify us if you do not wish to be contacted for appointment reminders, or if you do not wish to receive communications about treatment alternatives or health-related products or services. If you advise us in writing (at the address listed at the top of this Notice) that you do not wish to receive such communications, we will not use or disclose our information for these purposes.

You may revoke your *Consent* at any time by giving us written notice. Your revocation will be effective when we receive it, but it will not apply to any uses and disclosures which occurred before that time.

If you do revoke your *Consent*, we will not be permitted to use or disclose information for purposes of treatment, payment or health care operations, and we may therefore choose to discontinue providing you with health care treatment and services.

SPECIAL SITUATIONS

We may use or disclose health information about you without your permission for the following purposes, Subject to all applicable legal requirements and limitations:

To Avert a Serious threat to Health of Safety We may use and disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Required by Law We will disclose health information about you when required to do so by federal, state or local law.

Research We may use and disclose health information about you for research projects that are subject to a special approval process. We will ask you for your permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care at the office.

Organ and Tissue Donation If you are an organ donor, we may release information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate such donation and transplantation.

Military, Veterans, National Security and Intelligence If you are or were a member of the armed forces, or part of the national security of intelligence communities, we may be required by military command or other government authorities to release health information about you. We may also release information about foreign military personnel to the appropriate foreign military authority.

Workers' Compensation We may release health information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks We may disclose health information about you for public health reasons in order to prevent or control disease, injury or disability; or report births, deaths, suspected abuse or neglect, non-accidental physical injuries, reactions to medications or problems with products.

Health oversight Activities

We may disclose health information to a health oversight agency for audits, investigations, inspections, or licensing purposes. These disclosures may be necessary for certain state and federal agencies to monitor the health care system, government programs, and compliance with civil rights laws.

Lawsuits and Disputes

If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or administrative order. Subject to all applicable legal requirements, we may also disclose health information about you in response to a subpoena.

Law enforcement

We may release health information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process, subject to all applicable legal requirements.

Coroners, Medical Examiners and Funeral Directors

We may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.

Information Not Personally Identifiable

We may use or disclose health information about you in a way that does not personally identify you or reveal who you are.

Family and Friends

We may disclose health information about you to your family members or friends if we obtain your verbal agreement to do so or if we give you an opportunity to object to such a disclosure and you do not raise an objection. We may also disclose health information to your family or friends if we can infer from the circumstances, based on our professional judgment that you would not object. For example, we may assume you agree to our disclosure of your personal health information to your spouse when you bring your spouse with you into the exam room during treatment or while treatment is discussed.

In situations where you are not capable of giving consent (because you are not present or due to your incapacity or medical emergency), we may, using our professional judgment determine that a disclosure to your family member or friend is in your best interest. In that situation, we will disclose only health information relevant to the person's involvement in your care. For example, we may inform the person who accompanied you to the emergency room that you suffered a heart attack and provide updates on your progress and prognosis. We may also use our professional judgment and experiences to make reasonable inferences that it is in your best interest to allow another person to act on your behalf to pick up, for example, fill prescriptions, medical supplies, or x-rays.

OTHER USES AND DISCLOSURES OF HEALTH INFORMATION

We will not use or disclose your health information for any purpose other than those identified in the previous sections without your specific, written *Authorization*. We must obtain your *Authorization* separate from any *Consent* we may have obtained from you. If you give us *Authorization* to use or disclose health information about you, you may revoke that *Authorization*, in writing, at any time. If you revoke your *Authorization*, we will no longer use or disclose information about you for the reasons covered by your written *Authorization*, but we cannot take back any uses or disclosures already made with your permission.

If we have HIV or substances abuse information about you, we cannot release that information without a special signed, written authorization (different than the *Authorization* and *Consent* mentioned above) for you. In order to disclose these types of records for purposes of treatment, payment or health care operations, we will have to have both your signed *Consent* and a special written *Authorization* that complies with the law governing HIV or substances abuse records.

YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU

You have the following rights regarding health information we maintain about you:

Right to Inspect and Copy

You have the right to inspect and copy your health information, such as medical and billing records, that we use to make decisions about your care. You must submit a written request to our Privacy Officer in order to inspect and/or copy your health information. If you request a copy of information, we may charge a fee for the costs of copying, mailing or other associated supplies. We may deny your request to inspect and/or copy in certain limited circumstances. If you are denied access to your health information, you may ask that the denial be reviewed. If such a review is required by law, we will select a licensed health care professional to review your request and our denial. The person conducting the review will not be the person who denied your request, and we will comply with the outcome of the review.

Right to Amend

If you believe health information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment as long as the information is kept by the office.

To request an amendment, complete and submit a Medical Record Amendment/Correction Form to our Privacy Officer. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- a) We did not create, unless the person or entity that created the information is no longer available to make the amendment.
- b) Is not part of the health information that we keep.
- c) You would not be permitted to inspect and copy.
- d) Is accurate and complete.

Right to an Accounting of Disclosures

You have the right to request and “accounting of disclosures.” This is a list of the disclosures we made of medical information about you for purposes other than treatment, payment and health care operations. To obtain this list, you must submit your request in writing to our Privacy Officer. It must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). We may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions

You have the right to request a restriction or limitation on the health information we use or disclose about you for treatment, payment or health care operation. You also have the right to request a limit on the health information we disclose about you to someone who is involved in your care or the payment for it, like a family member or friend. For example, you could ask that we don't disclose information about a surgery you had.

We are not required to agree to Your Request

If we do agree, we will comply with your request unless the information is needed to provide your emergency treatment.

To request restrictions, you may complete and submit the Request For Restrictions On Use/Disclosure of Medical Information to our Privacy Officer.

Right to Request Confidential Communications You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

To request confidential communications, you may complete and submit the *Request for Restriction On Use/Disclosure of Medical Information and/or Confidential Communication* to our Privacy Officer. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to a Paper copy of This Notice You have the right to a paper copy of this Notice. You may ask us to give you a copy of the Notice at any time. Even if you have agreed to receive it electronically, you are still entitled to a paper copy. To obtain such a copy, contact our Privacy Officer.

CHANGES TO THIS NOTICE

We reserve the right to change this Notice, and to make the revised or changed Notice effective for medical information we already have about you as well as any information we received in the future. We will post a summary of the current Notice in the office with its effective date in the top right hand corner. You are entitled to a copy of the Notice currently in effect.

CONPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with our office or with the Secretary of the Department of Health and Human Services. To file a complaint with our office, contact our Privacy Officer. You will not be penalized for filling a complaint.

I hereby acknowledge that I have had an opportunity to review and understand the contents of this Notice. By signing this Notice, I am confirming that it accurately reflects my wishes.

Signature Above Printed Name of Patient: _____

Date: _____

Note: If accomplished by a representative, please fill-in the following:

Signature Above Printed Name of Representative: _____

Description of Representative's Authority: _____

Date: _____

Note: If you have any questions regarding this Notice
Or just about anything regarding your health
Information, please contact our Privacy Officer at Tel.
No. (562) 925-3055

Our Privacy Officer is:

Dr. Tulifau

**CONSENT FOR PURPOSES OF
TREATMENT, PAYMENT AND HEALTH CARE OPERATIONS**

I consent to the use or disclosure of my protected health information by Tagaloa-Tulifau Foot and Ankle Center for the purpose of diagnosing or providing treatment for my health care, bills or to conduct health care operations of Tagaloa-Tulifau Foot and Ankle Center.

I understand the diagnosis or treatment of me by Dr. Mafutaga S. Tagaloa-Tulifau, D.P.M. may be conditioned upon my consent as evidence by my signature on this document.

I understand I have the right to request a restriction as how my protected health information is used or disclosed to carry out treatment, payment, or health care operations of the practice. Tagaloa-Tulifau Foot and Ankle Center is no required to agree to all restrictions that I request. However, if Tagaloa-Tulifau Foot and Ankle Center agrees to a restriction that I request, the restriction is binding on Tagaloa-Tulifau Foot and Ankle Center and Dr. Mafutaga S. Tagaloa-Tulifau, D.P.M.

I have the right to revoke this consent, in writing, at any time, except to the extent that Dr. Mafutaga S. Tagaloa-Tulifau, D.P.M or Tagaloa-Tulifau Foot and Ankle Center has taken action in reliance to this consent.

My “protected health information” means health information, including my demographic information, collected from me and created or received by my physician, another health care provider, a health plan, my employer or a health care clearinghouse. This protected health information relates to my past, present or future physical or mental health or condition and identifies me or there is a reasonable basis to believe the information may identify me.

I understand I have the right to review Tagaloa-Tulifau Foot and Ankle Center’s Notice of Practices prior to signing this document.

Tagaloa-Tulifau Foot and Ankle Center’s Notice of Privacy Practices has been provided to me.

The notice of Privacy Practices described the types of uses and disclosures of my protected health information that will occur in my treatment, payment of my bills or in the performance of health care operations of Tagaloa-Tulifau Foot and Ankle Center.

The Notice of Privacy Practices also describes my rights and the duties of Dr. Mafutaga Tagaloa-Tulifau, D.P.M., with respect to my health information.

Tagaloa-Tulifau Foot and Ankle Center reserved the right to change the privacy practices that are described in the Notice of Privacy Practices.

I may obtain a revised Notice of Privacy Practices by calling the office and requesting a revised copy be sent in the mail for one at the time of my next appointment.

Signature Above Printed Name of Patient: _____

Date: _____

Note: If accomplished by a representative, please fill-in the following:

Signature Above Printed Name of Representative: _____

Description of Representative’s Authority: _____

Date: _____