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## HIPAA

HIPAA is an acronym for the Health Insurance Portability Accountability Act of 1996 (a federal law). Of significant concern to healthcare organizations is the Administration Simplification section of the Act, which requires healthcare organizations to comply with specific rules regarding:

- \* Unique Identifiers for health plans, providers, individuals, employers
- \* Healthcare Transaction & Code Sets for transmitting data electronically
- \* Privacy Regulations over disclosure and use of health information
- \* Security Regulations over protections of electronic health information

At Foot Specialists of Cedar Park & Georgetown, our policy is that no one on our staff is to release confidential and/or unauthorized information by home phone answering machines or voicemail, and/or pager/voice mail. Whenever returning telephone calls and some type of voice mail picks up, we do not leave a message unless we have permission from you.

*We appreciate you circling the appropriate response as it pertains to how we may contact and leave messages for you.*

Home telephone answering machine or voice mail	Yes	No	NA
Pager / Voice Mail	Yes	No	NA
Cell Phone and or Voice Mail	Yes	No	NA
Work Phone answering machine or voice mail	Yes	No	NA

Preferred way to contact you: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Also, information will not be left with any unauthorized person who may answer the telephone. If you would like to have information released to someone other than yourself, please complete the following. Please list names of authorized people.

Spouse: \_\_\_\_\_ Primary Care Physician: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date