

Center For Advanced Orthopaedics, PC
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.

Center For Advanced Orthopaedics, PC is required, by law, to maintain the privacy and confidentiality of your protected health information and to provide our patients with notice of our legal duties and privacy practices with respect to your protected health information.

Disclosure of Your Protected Health Information

Treatment

We may disclose your Protected Health Information to other healthcare professionals within our practice for the purpose of treatment, payment, or healthcare operations. Your protected health information may be used and disclosed by your doctor, our office staff, and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you. For example, your protected health information may be provided to a physician/lab/radiology facility to whom you have been referred to, to ensure that the physician has the necessary information to diagnose or treat you. When possible, the Center For Advanced Orthopaedics, PC will e-prescribe your medications to your pharmacy. During this process, we will exchange information with the pharmacy you have provided to us.

It is our policy to provide a substitute healthcare provider, authorized by the Center For Advanced Orthopaedics, PC to provide assessment and/or treatment to our patients without the advanced notice in the event of your primary healthcare provider's absence due to vacation, sickness, or other emergency situation.

Payment

We will disclose your Protected Health Information along with your demographic and insurance ID number, to your insurance provider for the purpose of payment or healthcare operations. We will submit an itemized billing statement to your insurance carrier for the purpose of payment to Center For Advanced Orthopaedics, PC for healthcare services rendered.

Worker's Compensation

We will disclose your health information as necessary to comply with State Worker's Compensation Law.

Healthcare Operations

Your protected health information may be shared with third party "business associates" that perform various activities (e.g. billing) for the practice. Whenever an arrangement between our office and a business associate involves the use or disclosure of your protected health information, we will have a written contract that contains terms that will protect the privacy of your protected health information.

As a courtesy to our patients, it is our policy to call your home one to two days prior to your scheduled appointment to remind you of your appointment time. If you are not at home, we will leave a reminder message on your answering machine or with the person answering the phone. No personal health information will be disclosed during this recording or message other than the date and time of your scheduled appointment along with a request to call our office if you need to cancel or reschedule your appointment.

We may disclose your protected health information to coroners or medical examiners. Also to organizations involved in the procurement, banking, or transplanting organs and tissues.

Marketing

We may disclose or use your protected health information as necessary to provide you with information about treatment alternatives or other health-related benefits and services that may be of interest to you. The information gathered will be used as statistical information only.

Public Health

As required by law, we may disclose your protected health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medications, and reporting disease or infection exposure. It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

Judicial and Administrative Proceedings

We may disclose your protected health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness, or missing person complying with a court order or subpoena, or other law enforcement purposes.

Specialized Government Agencies

We may disclose your protected health information for military, national security, prisoner, and government benefits purposes.

Change of Ownership

In the event that Center For Advanced Orthopaedics, PC is sold or merged with another organization, your health information/record will become the property of the new owner.

Your Health Information Rights

- You have the right to request restrictions on certain uses and disclosures of your protected health information. Please be advised, however, the Center For Advanced Orthopaedics, PC is not required to agree to the restriction that you requested.

- You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery upon your request. For example, you have a right to receive your protected health information electronically.
- You have the right to inspect and copy your health information.
- You have the right to request the Center For Advanced Orthopaedics, PC amend your protected health information. Please be advised, the Center For Advanced Orthopaedics, PC is not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have the right to receive an accounting of disclosures of your protected health information made by the Center For Advanced Orthopaedics, PC.
- You have the right to a paper copy of this Notice of Privacy Practices at any time upon your request.
- You have the right to opt out of receiving communications regarding fundraising if the Center For Advance Orthopaedics, PC intends to contact you to raise funds for them.
- Other uses and disclosures not described in the Notice of Privacy Practices will be made only with authorization from the individual to whom the PHI relates.
- You have the right to restrict disclosures of PHI to their health plan if you pay out-of-pocket in full for a healthcare item of service.

Breach Notification

You have the right to be notified of a breach where unauthorized access to Protected Health Information has been obtained and it poses a financial or reputational risk or other harm to the affected individual. You have the right to be notified with 60 days of the discovery. Any acquisition, access, use and/or disclosure of Protected Health Information that is not permitted under the Privacy Rule is deemed to be a breach unless the Center For Advanced Orthopaedics, PC or Business Associate can demonstrate that there is a low probability that the affected PHI has been compromised. We will use four factors to determine this: (1) the nature and extend of the PHI involved, including the identifiers and the likelihood of re-identification; (2) the unauthorized person who used the PHI or to whom the PHI was disclosed; (3) whether the PHI was actually acquired or viewed; and (4) the extent to which the risk to the PHI has been mitigated.

Complaints

Complaints about your Privacy rights or how the Center For Advanced Orthopaedics, PC has handled your protected health information should be directed to Nancy Dedik by calling the office at 610-630-4414. If Nancy Dedik is not available, you may make an appointment for a personal conference within 2 working days.

Changes To This Notice of Privacy Practices

The Center For Advanced Orthopaedics, PC reserves the right to amend this Notice of Privacy Practices at any time in the future and will make the new provisions effective for all information that it maintains. Until such an amendment is made, the Center For Advanced Orthopaedics, PC is required by law to comply with this Notice. The Center For Advanced Orthopaedics, PC is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your protected health information. If you have questions about any part of this notice or you want more information about your privacy rights, please contact Nancy Dedik at 610-630-4414 or via mail at 716 West Germantown Pike, East Norriton, PA 19403.

By signing this form, you acknowledge receipt of the Notice of Privacy Practices of Center For Advanced Orthopaedics, PC. Our notice provided information about how we may use and disclose medical information that we maintain about you. We encourage you to read this full notice. This notice is effective as of October 1, 2016.

The Center For Advanced Orthopaedics, PC complies with applicable Federal civil right’s laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

The Center For Advanced Orthopaedics, PC cumple con las leyes federales de derechos civiles aplicables y no discrimina por motivos de raza, color, nacionalidad, edad, discapacidad o sexo.

Printed Name

Patient, Parent, or Personal Representative Signature

Date

If other than the patient, please specify relationship