

FOOT AND ANKLE CENTER

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL AND FINANCIAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS CAREFULLY.

Podiatry Associates is required to protect the privacy of your personal medical and non-public personal information. We are required to give you this notice about how we use, or disclose this information.

Podiatry Associates will use and give your medical information:

- *To you or someone who acts for you, i.e. Power of Attorney
- *To the Secretary of the Department of Health and Human Services, if necessary to make sure your privacy is protected.
- *When required by law.
- *To meet your medical needs. ie,
 - *To give information to help healthcare providers who care for you.
 - *To be sure you receive quality healthcare or to resolve any complaints you have.
 - *To submit your medical bills to your health insurance carrier.

We may also use or give your medical information:

- *To state and federal agencies that have the legal right to receive such data.
- *For public health activities, such as reporting disease outbreaks.
- *For government healthcare oversight activities, such as fraud investigations.
- *For judicial and administrative proceedings, such as a court order.
- *To avoid a serious and likely threat of health or safety.
- *To contact you about changed or new benefits.
- *To contact you for appointments, reminders, or healthcare management and other treatments that might be of interest to you.

We must have your written permission to use or give out your medical information for any purpose that is not listed in this notice. You may revoke your written permission at any time, except if we already took action based on your permission.

You have the right to:

- *Ask for your medical information in writing.
- *Ask us to change your medical information if you can show that this information is incorrect or missing.
- *Get a list of who received your medical information. This list will not cover information given out before April 14, 2003.
- *Ask us to communicate with you in a different manner or at a different place.

What is the non-public information that we collect about you?

*It is personal information but is non-medical, for example, your demographical information that identifies who you are and how you can be contacted.

*Information collected for a request for services by you or your doctor.

*Information collected to answer a question or concern from you.

We will not disclose your non-public information unless required or permitted by law.

We do not disclose your non-public information to anyone unrelated to providing your healthcare unless you or your representative give us written permission.

If you believe we have violated your privacy rights as stated in this notice, you may file a complaint, in writing, to Podiatry Associates.

These privacy practices are effective April 14, 2003.

Signature

Date