



EFFECTIVE DATE: JANUARY 1, 2014

NOTICE OF PRIVACY PRACTICES

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

For any questions about this notice, please contact the Foot and Ankle Premier Specialists Office at 201-659-5222.

OUR OBLIGATIONS

The law requires us to:

- Maintain the privacy of protected health information.
- Give you this notice of our legal duties and privacy practices regarding health information about you.
- Follow the terms of our notice that are currently in effect.

HOW WE MAY DISCUSS AND USE HEALTH INFORMATION

The following describes the ways we may use and disclose health information that identifies you ("Health Information"). Except for the purposes described below, we will use and disclose Health Information only with your permission. You may revoke such permission at any time by writing to our practice Privacy Officer.

For Treatment:

We may use and disclose health information for your treatment and to provide you with treatment-related health care services. For example, we may disclose Health Information to doctors, nurses, technicians or other personnel, including people outside of our office who are involved in your medical care and need the information to provide you with medical care.

For Payment:

We may use and disclose Health Information so that we or others may bill and receive payment from you, an insurance company or a third party for the treatment and services you received. For example, we may give your health plan information about you so they will pay for your treatment.

For Health Care Operations:

We may use and disclose Health Information for health care operations purposes. These uses and disclosures are necessary to make sure that all of our patients receive quality care and to operate and manage our office. For example, we may use and disclose information to make sure the obstetrical and gynecological care you receive is of the highest quality. We also share this



information with other entities that have a relationship with you (for example, health plan) for their health care operation activities.

For Appointment Reminders, Treatment Alternatives, and Health-Related Services:

We may use and disclose Health Information in order to contact you to remind you that you have an appointment with us. We may also use and disclose Health Information to tell you treatment alternatives or health-related benefits and services that may be of interest to you.

Individuals Involved in Your Care or Payment for Your Care:

When appropriate, we may use and disclose Health Information with a person who is involved in your medical care or payment for your care, such as your family or a close friend. We also may notify your family about your location or general condition or disclose such as information to an entity assisting in a disaster relief effort.

Research

We may use and disclose Health Information under circumstances for research. For example, a research project may involve comparing the health of patients who receive one treatment to those who receive another for the same condition. Before we use or disclose health information for research, the project will go through a special approval process. Even without special approval, we may permit researchers to look at records to help them identify patients who may be included in their research project or for other similar purposes, as long as they do not remove or take a copy of the Health Information.

SPECIAL SITUATIONS

As required by law, we will use and disclose Health Information when required to do so by international, federal, state, or local law.

To Avert a Serious Threat to Health and Safety:

We may use and disclose Health Information when necessary to prevent a serious threat to your health and safety of the public or another person. Disclosures, however, will be made only to someone who may be able to prevent the threat.

For Business Associates:

We may use and disclose Health Information to business associates that perform functions on our behalf or provide us with services if the information is necessary for that function or service. For example, we may use another company to perform billing services on our behalf. All of our business associates are obligated to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

Organ and Tissue Donation:

We may use and disclose Health Information if you are an organ donor to the organization that handles the organ procurement or other entities engaged in procurement, banking or transportation of organs, eyes or tissues to facilitate organs, eye or tissue donation and transplantation.

Military and Veterans:



If you are a member of the armed forces, we may release Health Information as required by military command authorities. We may also release Health Information to the appropriate foreign military authority if you are a member of a foreign military.

Workers' Compensation

We may use and disclose Health Information for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks:

We may use and disclose Health Information for public health activities. These activities generally include disclosures to prevent or control disease, injury or disability; report products; notify people of recalls of products they may be using; a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

Health Oversight Activities:

We may use and disclose Health Information to a health oversight agency for activities authorized by law. These oversight activities include: audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Data Breach Notification Purposes:

We may use and disclose Health Information to provide legally required notices of unauthorized access to or disclosure of your health information.

Lawsuits and Disputes:

If you are involved in a lawsuit or a dispute, we may disclose Health Information in response to a court or administrative order. We also may disclose Health Information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Law Enforcement:

We may release Health Information if asked by a law enforcement official if the information is (1) in response to a court order, subpoena, warrant, summons, or similar process; (2) limited information to identify or locate a suspect, fugitive, material witness, or missing person; (3) about the victim of a crime even if, under very certain circumstances, we are unable to obtain the person's agreement; (4) about a death we may believe may be the result of criminal conduct (5) about criminal conduct on our premises; (6) in an emergency to report a crime, the location of the crime or victims, or the identity, description or location of the person who committed the crime.

Coroners, Medical Examiners, Funeral Directors:

We may disclose 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. We also may release Health Information to funeral directors as necessary for their duties.



National Security and Intelligence Activities:

We may disclose Health Information to authorized federal officials for intelligence, counter-intelligence, and other national security activities authorized by law.

Protective Services for the President and Others:

We may disclose Health Information to authorized federal officers so they may provide protection to the President, other authorized persons or foreign heads of state, or to conduct special investigation.

Individuals in Custody or Inmates:

If you are an inmate in a correctional facility or under the custody of a law enforcement officer, we may release Health Information to the correctional institution or law enforcement official. This release would be necessary if (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or ((3) the safety and security of the correctional institution.

USES AND DISCLOSURES THAT REQUIRE US TO GIVE YOU AN OPPORTUNITY TO OBJECT AND OPT

Individuals involved in your care or payment for your care:

Unless you object, we may disclose to a member of your family, a relative, a close friend, or any other persons you identify, your Protected Health Information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment.

Disaster Relief:

We may disclose your Protected Health Information to disaster relief organizations that seek your Protected Health Information to coordinate your care, or to notify family and friends of your location in a disaster. We will provide you with an opportunity to agree or object to such a disclosure whenever we can practically do so.

YOUR WRITTEN AUTHORIZATION IS REQUIRED FOR OTHER USES AND DISCLOSURES

The following uses and disclosures of your Protected Health Information will be made only with your written authorization:

1. Uses and disclosures of Protected Health Information for marketing purposes and
2. Disclosures that constitute a sale of your Protected Health Information.

Other uses and disclosures of Protected Health Information not covered by this Notice or the laws that apply to us will be made only with your written authorization. If you do give us an authorization, you may revoke it at any time by submitting a written revocation to our Privacy Officer and we will no longer disclose Protected Health Information under the authorization. However, disclosure that we made in reliance on your authorization before you revoked it will not be affected by the revocation.

YOUR RIGHTS

You have the following rights regarding Health Information we have about you:

Right to Inspect and Copy:



You have a right to inspect and copy Health Information that may be used to make decisions about your care or payment for your care. This includes medical and billing records, other than psychotherapy notes. To inspect and copy this Health Information you must make your request, in writing, to our Medical Records office. We have up to 30 days to make your Protected Health Information available to you and we may charge a fee for the costs of copying, mailing, or other supplies associated with your request. We may not charge you a fee if the information for the claim for benefits under the Social Security Act or any other state or federal needs-based benefit program. We may deny your request in certain limited circumstances. If we do deny your request, you have the right to have the denial reviewed by a licensed healthcare professional who was not directly involved in the denial of your request and we will comply with the outcome of the review.

Right to an Electronic Copy of Electronic Medical Records:

If your Protected Health Information is maintained in an electronic format, you have the right to request that an electronic copy of your record be given to you or transmitted to another individual or entity. We will make every effort to provide access to your Protected Health Information in the format you requested, if it is readily available in such format. If the Protected Health Information is not available in this format, your records will be provided in our standard electronic format for if you do not want this form or format, a readable hard copy form. We may charge you a reasonable, cost-based fee for the labor associated with transmitting the electronic medical record.

Right to Get Notice of a Breach:

You have the right to be notified if there is a breach of any of your Health Information .

Right to Amend:

If you feel that Health Information we have is incorrect or incomplete, you may ask us to amend that information. You have the right to request an amendment for as long as the information is kept by or is for our office. To request an amendment, you must make your request in writing to Foot and Ankle Premier Specialists.

Right to Accounting of Disclosures:

You have the right to request a list of certain disclosures we made of Health Information for purposes other than treatment, payment, and health care operations or for which you provided written authorization. To request an accounting of disclosures, you must make a request in writing to Medical Records.

Right to Request Restrictions:

You have a right to request a restriction or limitation on the Health Information we use and disclose for treatment, payment or health care operation. You also have the right to request to request a limit on the Health Information we disclose to someone involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not share information about a particular diagnosis or treatment with your spouse. To request a restriction, you must make your request in writing to Foot and Ankle Premier Specialists. We are not required to agree to your request unless you are asking us to restrict the use and disclosure of your Protected Health Information to a health plan for payment or health care operation purposes and such information you wish to restrict pertains solely to a health care



item or service for which you have paid us “out of pocket” in full. If we agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

Out of Pocket Payments:

If you pay out of pocket (you request to not bill your health plan) in full for a specific item or service, you have the right to ask that your Protected Health Information with respect to that item or service not be disclosed to a health plan for purposes of payment or health care operations and we will honor that request.

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 by mail or at work. To request confidential communications, you must make your request in writing to the Foot and Ankle Premier Specialists Office. Your request must specify how or where you wish to be contacted. We will accommodate reasonable requests.

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 this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. To obtain a paper copy, simply ask the front desk or contact the Foot and Ankle Premier Specialists Office or mail a request to 70 Hudson St. Hoboken, NJ 07030.

CHANGES TO THIS NOTICE

We reserve the right to change this notice and make the new notice apply to Health Information we already have as well as any new information we receive in the future. We will post a copy of our current notice in the office. The notice will contain the effective date on the first page, in the top right hand corner.

COMPLAINTS

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 the Foot and Ankle Premier Specialists Office by mail at 70 Hudson St. Hoboken, NJ 07030. All complaints must be in writing. You will not be penalized for filing a complaint. For more information on HIPAA privacy requirements, HIPAA electronic transactions, code set regulations, and the proposed HIPAA security rules, please visit ACOG’s web site, www.acog.org or call (2020) 863-2584.