

GENESEE ORTHOPAEDICS AND SPORTS MEDICINE, LLP

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. It is meant to address the issue of disclosing or exchanging protected health information with anyone outside of our office under the rules and regulations of The Health Insurance Portability and Accountability Act of 1996 (HIPAA). Protected Health Information refers to any information that identifies you and describes your health status, age, sex, ethnicity or other demographic characteristics.

We are required to provide this Notice of Privacy Practices to all patients. We must obtain a general consent from you in order to use or disclose protected health information for purposes of treatment, payment or health care operations. We must obtain specific authorizations from you for uses and disclosures that are not covered by the general consent.

You have a right to:

- request restrictions on certain uses and disclosures; but we are not required to agree to a requested restriction;
- receive confidential communications of protected health information;
- inspect and copy protected health information;
- amend protected health information;
- obtain an accounting of disclosures of protected health information;
- revoke the authorization of disclosure at anytime; revoking authorization does not affect prior disclosures.

We are legally obligated to:

- maintain the privacy of protected health information;
- provide this Notice of Privacy Practices;
- abide by the terms of the Notice of Privacy Practices.

We reserve the right to change our privacy practices and apply revised privacy practices to protected health information.

You have a right to register complaints concerning suspected violations of privacy rights with our office. There will be no retaliation against you if you file a complaint. If you need to file a complaint, you may ask to speak with the Office Manager or the Privacy Officer. They will take down your complaint and follow the procedures set down by the office for complaints. You will receive a follow-up call after the complaint has been investigated. You may also file a complaint with the Secretary of the Department of Health and Human Services (DHHS).

If you have any questions or concerns with this Notice of Privacy Practices, you may speak directly with the Privacy Officer in this office. Please ask any staff member to assist you.

This Notice of Privacy Practices takes effect 10/02.