



Notice of Privacy Practices

Effective March 26, 2013

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

The Orthopedic Specialty Institute (OSI) 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. Individuals will be notified following a breach of unsecured personal health information.

Disclosure of your Health Care Information

Treatment:

We may disclose your health care information to other healthcare professionals within our practice for the purpose of treatment, payment or healthcare operations.

"It is our policy to provide a substitute healthcare provider, authorized by The Orthopedic Specialty Institute, to provide assessment and/or treatment to our patients, without advanced notice, in the event of your primary healthcare provider's absence due to vacation, sickness or other emergency situation."

Payment:

We may disclose your health information to your insurance provider for the purpose of payment or healthcare operations.

If payment is not made as arranged, our office may utilize an outside collection agency, credit reporting agency or other means of collecting outstanding debt. The designated collection agency or authority may review your file containing protected healthcare information.

Workers' Compensation:

If applicable, we may disclose your health information as necessary to comply with state Workers' Compensation.

Emergencies:

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care, about your medical condition or in the event of an emergency or of your death.

Public Health:

As required by law, we may disclose your 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.

Judicial & Administrative Proceedings:

We may disclose your health information in the course of any administrative or judicial proceedings.

Law Enforcement:

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

Deceased Persons:

We may disclose your health information to coroners or medical examiners.

Organ Donations & Research

We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues, or to researchers conducting research that has been approved by an Institutional Review Board.

Public Safety:

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.

Specialized Government Agencies:

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

Marketing:

Authorization is required for uses and disclosures of personal health information for marketing purposes and disclosures that constitute a sale of personal health information. If the Orthopedic Specialty Institute records or maintains psychotherapy notes, authorization is required for most uses and disclosures of those notes.

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

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Your Health Information Rights

- You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that the Orthopedic Specialty Institute 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.
- You have a right to request that the Orthopedic Specialty Institute amend your unprotected health information. Please be advised, however, that the Orthopedic Specialty Institute may not be 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 a right to receive an accounting of disclosures of your protected health information by the Orthopedic Specialty Institute
- You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.
- Individuals who pay out-of-pocket in full for a healthcare item or service have the right to restrict disclosures of personal health information to their health plan.
- You have a right to opt out of receiving fundraising communications from the Orthopedic Specialty Institute.

Changes of this Notice of Privacy Practices

The Orthopedic Specialty Institute 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 amendment is made, the Orthopedic Specialty Institute is required by law to comply with this notice.

Complaints

Complaints about your privacy right or how the Orthopedic Specialty Institute has handled your health information should be directed to the Clinic's Practice Administrator by calling (208) 758-0716. If the Practice Administrator is not available, you make an appointment for a personal conference in person or by telephone within two working days.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, D.C. 20201

FOR MORE INFORMATION ABOUT YOUR PRIVACY, PLEASE VISIT:

www.hhs.gov