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### ***Notice of Health Information Practices***

This notice describes how your medical information may be used and disclosed and how you may get access to this information. Please read it carefully.

Each time you visit your physician, hospital or any other healthcare provider a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnosis, treatment and a plan for your future care or treatment. This information, referred to as your medical record, serves as a:

- Basis for planning your care and treatment;
- Means of communication among the healthcare professionals who contribute to your care;
- Legal document describing the care you received;
- Means by which you or a third party payer can verify that services billed were actually performed;
- A tool in educating healthcare professionals;
- A source of data for medical research;
- A source of data for facility planning and marketing; and
- A source of data that we can access and continually use to improve the care we give.

Understanding what is in your medical record and how your health information is used helps you to:

- Ensure its accuracy;
- Better understand who, what, when, where and why others may access your health information; and
- Make better informed decisions when authorizing disclosure to others.

Although your medical record is the property of Advanced Orthopaedic Centers and/or Ortho On-Call who compiled it, the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information;
- Obtain paper copy of this Notice of Health Information Practices upon request;
- Inspect and copy your medical record for a fee;
- Obtain an accounting of disclosures of your medical record;
- Request communication of your health information by alternative means; and
- Revoke your authorization to use or disclose health information except to the extent of prior disclosure.

### **Our Responsibilities**

Advanced Orthopaedic Centers and/or Ortho On-Call are/is required to:

- Maintain the privacy of your health information;
- Provide you with a notice of our legal duties and privacy practices with respect to information we collect and maintain about you;
- Abide by the terms of this notice;
- Notify you if we are unable to agree to a requested restriction or change; and
- Accommodate reasonable request to communicate health information by alternative means.

***Advanced Orthopaedic Centers and/or Ortho On-Call reserves the right to change its policies and make new provisions effective for all protected health information we maintain. We will not disclose your health information without your authorization, except as described in this notice.***

If you believe your privacy rights have been violated, you may file a complaint with the Secretary of Health and Human Services at 1-877-696-6775. There will be no retaliation for filing a complaint.

### **Examples of Disclosures for Treatment, Payment and Health Operations**

***Advanced Orthopaedic Centers and/or Ortho On-Call will use your health information for treatment.***

**Example:** Information obtained by a nurse, physician or other members of your healthcare team will be recorded in your medical record and will be used to determine the course of treatment that will be best for you. Your physician will include in your medical record his or her expectations of the members of your healthcare team. Members of your healthcare team will then record the actions they took and their observations. This way, your physician will know how you are responding to treatment. We will also provide your primary care physician or a subsequent healthcare provider with copies of your records to aid in your treatment.

