

NOTICE OF INFORMATION PRACTICES

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

The policy of Orthopedic Group of Birmingham, P.C. is to protect the confidentiality, integrity and security of the protected health and personal information of our patients and to prevent unauthorized access to, or the use or disclosure of such information. All reasonable safeguards are used to prevent disclosures not permitted under the Health Insurance Portability and Accountability Act (HIPAA). This policy applies to patients who are current or former patients of Orthopedic Group of Birmingham, P.C.

Individually identifiable health and personal information is any information obtained by Orthopedic Group of Birmingham, P.C. in connection with providing healthcare treatment, obtaining payment and related health care operations. This relates to past, present or future information that Orthopedic Group of Birmingham, P.C., receives from you as our patient.

Orthopedic Group of Birmingham, P.C. collects personal information in order to learn about your medical history, medical condition, render treatment and collect payment for our services. We gather this information from your patient information forms, health questionnaires and other forms you will be asked to complete from time- to- time. In addition, we will assemble information based on our discussions and conversations with you, your personal representative and your family members. Your healthcare plan or insurance carrier may provide information to our office. We will use this information to provide quality care to you.

As part of our standard healthcare operations, we may share information with a facility such as a hospital, laboratory, diagnostic service or healthcare provider to efficiently coordinate your treatment plan. Your information will also be used for claims management and to obtain payment from your insurance carrier. This includes workers compensation disclosures. We may use or disclose your protected health information, as necessary to contact you or to remind you of your appointments.

Your information is maintained in our office, in our practice management computer system. We also maintain information about you in your medical chart. Orthopedic Group of Birmingham, P.C. limits the access to our protected health information to those employees and business associates who need to know that information. If you call our after hours answering service, information including your PHI, as defined by HIPAA, may be relayed to our physician via telephone, facsimile, alpha or digital pager, e-mail, or text messaging which may not be encrypted. If any of these devices are used to relay messages all reasonable measures to secure the devices will be taken; including deletion of messages after delivery. With some limitations, you have the right to inspect, amend, copy and receive an accounting of disclosures of your medical and billing records. There is a minimal charge for the copying of your records.

We do not discuss personal information to third parties unless one of the following exceptions applies:

- We receive explicit authorization from you to release individually identifiable information. This authorization must be in writing and give exact details regarding to whom the disclosure applies, the nature of the data to be released, the applicable dates (it must have a beginning and an ending date of validity) and signed by the patient or personal representative; the authorization must state that Orthopedic Group of Birmingham, P.C. is authorized to disclose protected health information.
- Federal state or other applicable law requires us to share protected information or records, such as: public health activities, communicable diseases, abuse, neglect, legal proceedings, law enforcement.

If at any time in the future, it is necessary to disclose any of your personal information in a way that is materially different from this policy, Orthopedic Group of Birmingham, P.C. will give you advanced notice of the proposed change so that you will have the opportunity to choose whether or not to participate.

You have the right to review your health information, amend your records, request special accommodations and restrictions of your health information and receive an accounting of the disclosures of your information. Orthopedic Group of Birmingham, P.C. is not obligated to agree to any requested restrictions. Your request must state the specific request or restriction and to whom the restriction applies.

If you have a complaint about the management of your health information, send a written notice with the specifics of your complaint to our privacy officer Mrs. Susan Brower, in the office of Orthopedic Group of Birmingham, P.C. 1400 19th Street South, Birmingham, Alabama 35205. You will be contacted by Mrs. Brower. There will be no retaliation for filing a complaint.

Effective date 14 April 2003
Revised date: 24, February 2010