



Fine Foot Care Center

Notice of Patient Privacy Practices

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Privacy Commitment: Fine Foot Care Center is committed to maintaining the confidentiality, integrity, and security of your **personal health information (PHI)** entrusted to us. This explains how we protect and use this information to ensure complete compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Privacy Principals: We will use and disclose the minimum health information for the purposes of treatment, payment, and health care operations.

We will adhere to the strict standards of security and confidentiality at all times.

We do not and will not sell patient name and address information.

We require all our outside vendors working on our behalf to maintain the same level of protection and confidentiality.

The same privacy practices apply to both current and former patients.

USES OF PERSONAL HEALTH INFORMATION

Treatment: Medical personnel must obtain information and place it in your health records to assist the physician with your treatment.

If, during the course of medical treatment, your physician determines it is necessary to consult with another specialist, and/or your primary care physician, it will be necessary to share PHI with another physician.

Payment: After we have submitted a request for payment, your health insurance company may request information regarding the medical care given to make a determination regarding your benefits.

Health Care Operations: State licensing authorities may audit charts to assure that we have acted within the state law required guidelines regarding patient care. If your chart would be selected, a copy of your records must be provided to the agency.

Health Care Information Rights: The health care and billing records we maintain are the physical property of The Center for Foot Care, however, the information in it belongs to you. You have the right to:

- obtain a paper copy of the Privacy Practices for PHI by making a request at our office.
- request that you be allowed to inspect and copy your health and billing records, however a request in writing must be submitted.
- appeal a denial of access to your PHI by making a request at our office.
- request that your health care record be amended to correct incomplete or incorrect information by delivering a written request to our office using the form we provide to you upon request.
- file a statement of disagreement if your amendment is denied, and require that the request for amendment and any denial be attached in all future disclosures of your PHI.

OUR RESPONSIBILITIES TO THE PATIENT

Fine Foot Care Center is required to:

- abide by the terms of this notice.
- maintain the privacy of your health information.
- notify you if we cannot accommodate a requested restriction or request.

SECURITY MEASURES

Fine Foot Care Center will restrict access to PHI to those employees who require the information in the course of their job responsibilities.

OTHER DISCLOSURES AND USES

Marketing-we may contact you to provide you with appointment reminders, information regarding treatment, or with information about health related benefits and services that may be of interest to you.

Food and Drug Administration-we may disclose PHI to the FDA.

Workers Compensation-we may disclose PHI relating to the claim.

Public Health-as required by law, we may disclose PHI to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Abuse & Neglect-we may disclose PHI to public authorities as allowed by law to report abuse and neglect.

Law Enforcement-we may disclose PHI for law enforcement purposes as required by law, such as when required by court order.

Judicial/Administrative Proceedings-we may disclose PHI in the course of any judicial or administrative proceeding as allowed or required by law, with your consent, or as directed by a proper court order.

Government Functions-we may disclose PHI for specialized government functions as authorized by law such as to Armed Forces personnel, for national security purposes, or to public assistance program personnel.

Health Oversight Activities-we may disclose PHI to health oversight agency for activities authorized by law.

Electronic Disclosure-we may disclose or communicate PHI via email, internet, fax, or other electronic means.

TO REQUEST INFORMATION OR FILE A COMPLAINT

If you have any questions, would like additional information, or want to report a problem regarding the handling of your information, you make contact our Office Manager.

TO FILE A COMPLAINT

You may also file a complaint with:

Secretary of Health and Human Services

Dept. of Health and Human Services

Office of the Secretary

200 Independence Ave SW

Washington, D.C. 20201

or via their website at:

www.hhs.gov

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