



ORTHOHEALING
C E N T E R

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HIPPA & Your Privacy Rights

HIPPA & YOUR PRIVACY RIGHTS

The Orthohealing Center strongly believes in doing everything we possibly can do to safeguard the privacy and security of your health information and records.

As a result, we have made some changes in our office management procedures to make sure we follow the Health Information Portability and Accountability Act (HIPPA). Passed into law in 1996, HIPPA sets federal standards for the privacy and security of patient information for all healthcare providers, health plans, insurance companies and anyone they do business with.

HIPPA gives you additional rights regarding control and use of your health information, meaning you have more access and control than ever. Please take a few minutes to review these new rights. We are happy to answer any questions you may have.

CONTROL OVER YOUR HEALTH INFORMATION

All healthcare providers (and health plans) are now required to give you a written explanation of how they use and disclose your personal health information before they can treat you. This way, you can decide if a provider is doing everything they should to protect your privacy before you choose them as a caregiver.

We must, by law, post a Notice of Privacy, which outlines how we secure the privacy of patient information, in a place where you can easily see it.

We must get your signature for non-routine uses and disclosures of your information. A non-routine use is any situation not directly related to treatment, payment, or operations.

Authorizations of non-routine information are on-time-only, case by case, and for the use defined by you, as per your request.

ACCESS TO YOUR HEALTH INFORMATION

You can get copies of your medical records simply by asking for them. Healthcare providers are required to get you a copy of your records within 60 days of your request. There may be a cost for this service.

Providers also must give you a history of non-routine disclosures if you ask for it. All you need to do is ask for the record and it is provided to you, no justification is needed.

You can also amend your medical records. You cannot change the existing records, but you can add notes or comments on any procedures, treatments, payments, or operations.

The providers then have the right to respond to your amendment. This way, you can be sure your records reflect your side of the story regarding treatment and payment issues.



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PATIENT RECOURSE IF PRIVACY PROTECTIONS ARE VIOLATED

Every healthcare provider must also inform you of grievance procedures. If your privacy is violated, report the incident to the Privacy Officer immediately, namely Shelley Mendelson. You also have the right to report any violation to The Department of Health and Human Service Office of Civil Rights, 200 Independence Ave, S.W. Washington, D.C. 20201.

If you decide to file a grievance either with us or with The Department of Health and Human Services, we are not allowed to discriminate or retaliate against you in any way.

Aside from these new rights to access and control your medical information under HIPPA, there are also clear limits on healthcare providers regarding how they disclose medical information. Here are some of the key aspects of these boundaries:

Providers must ensure that health information is not used for non-healthcare purposes. Health information (covered by privacy rules) generally may not be used for purposes not related to health care– such as disclosure to employers to make personal decisions, or to financial institutions– without your explicit authorization.

There are clear, strong protections against using health information for marketing. The privacy rules set new definitions, restrictions and limits on the use of patients' information for certain marketing purposes. Providers must get your specific authorization before sending you any materials other than those related to treatment.

In general, uses or disclosure of information will be limited to the minimum amount of information necessary. This does not apply to disclosure of records for treatment purposes, because physicians, specialists and other providers may need to access the full record to provide quality care.

EXCEPTIONS

There are situations where healthcare providers may not have to follow these privacy rules. These include: emergency circumstances; identification of a body or the cause of death; public health needs; judicial and administrative proceedings; limited law enforcement activities; and activities related to national defense and security.

We understand your right to have your medical information kept confidential. Our compliance with the Health Information portability and Accountability Act is one example of our advocacy and leadership on issues of patient's rights and privacy of information. We encourage you to ask questions and look forward to working together to improve the quality of your healthcare experience.

Signature of patient or responsible party _____



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Print name of patient _____

Date _____

The Orthohealing Center _____