

### **Notice of Privacy Policy for Protected Health Information (PHI):**

The office of Baywood Orthopedic Clinic is dedicated to protect your “nonpublic personal health information”. This notice is to tell you how and why we collect that information, and who has access to that information.

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### **How we collect your information:**

Your personal demographic information such as name, address, birth date, social security number, and medical insurance information is obtained from you. This is why we ask you to fill out the Personal Patient Information Form sheet and why we ask for a copy of your insurance card. This ensures that the information we collect is correct.

If you came to our practice through a hospital encounter, we may obtain that information from the hospital. However, on your first visit to this office, we will ask you to fill out our Personal Patient information Form sheet to ensure that the information we received from the hospital was correct.

We may also ask a doctor or other healthcare provider who referred you to this practice to give us health information that will enable us to better treat your medical condition. This benefits you in that we will have test results that have already been obtained by the referring entity.

### **Why we collect this information:**

We collect this information so that we can treat your medical condition and obtain payment from you or your health insurance.

### **Maintaining accurate and timely information:**

To ensure that the information we maintain is accurate, each time you visit this office you will be asked if any of your information needs to be updated.

### **Who has access to this information:**

Any person or persons you designate in writing, people directly involved in your medical care, people creating and maintaining your medical record, and those entities that need your information to process healthcare claims and obtain payment for our services have access to your Protected Health Information.

Entities such as Governmental Oversight agencies, Judicial and Administrative Proceedings, Law Enforcement Agencies, Coroners and Medical Examiners, and Organ Procurement Organizations may obtain copies of your Protected Health Information. These entities are mandated by Law and this practice has no jurisdiction over such entities.

### **How to protect your information:**

We release your information only to those people who need your information. We maintain physical, electronic, and procedural safeguards so that no one but persons involved in your healthcare or entities who need this information for claims processing have access to your Protected Health Information.

**Notice of Privacy Policy for Protected Health Information (PHI), continued...****Your rights:**

You have the right to inspect your Protected Health Information. You also have the right to amend any errors you may find in your record.

If you leave this practice, your Protected Health Information will continue to receive the protection outlined in this notice.

**Complaints / Comments:**

If you have any complaints concerning our Privacy Policy and practices, you may contact:

**Secretary of the Department of Health and Human Services**

*200 Independence Ave., S.W. Room 509F, HHH Building*

*Washington D.C., 20201*

You also may contact the Privacy Officer at this practice at 480-981-1085.

**This Practice:**

This Practice reserves the right to amend our Privacy Policy as dictated by law, without sending you a copy of the amendment. Any changes to this policy will be posted in our office.

**This notice is effective as of January 31, 2003.**

**End of Privacy Policy.**