

BURLINGTON COUNTY ORTHOPAEDIC SPECIALISTS, P.A.

NOTICE OF PRIVACY PRACTICES

Effective Date: April 14, 2003

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

This Notice of Privacy Practices is provided to you pursuant to the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA"). It is designed to tell you how we may, under federal law, use or disclose your Protected Health Information.

How We May Use or Disclose Your Protected Health Information

- We May Use or Disclose Your Protected Health Information for Purposes of Treatment, Payment or Healthcare Operations without Obtaining Your Prior Authorization.**
- Protected Health Information Will Also Be Used Without Prior Authorization Under the Following Circumstances:**
 - To Notify and/or Communicate with your Family* - Unless you inform us of your objection in writing, we will use or disclose your Protected Health Information in order to notify your family or assist in notifying your family, your personal representative or another person responsible for your care about your location, your condition or of your death.
 - As Required by Law* - Protected Health Information will be used and disclosed, to the extent that law requires such use or disclosure.
 - For Public Health Purposes* - As required by law.
 - For Health Oversight Activities* - Protected Health Information will be used and disclosed to health agencies during the course of audits, investigations, surveys, accreditation, certification and other proceedings.
 - In Response to Subpoenas or for Judicial and Administrative Proceedings*
 - To Law Enforcement Personnel* - Protected Health Information will be used and disclosed to law enforcement officials to identify or locate a suspect, fugitive, material witness or missing person, or, in some cases, to comply with a court order or subpoena and for other law enforcement purposes.
 - For Public Safety* - Protected Health Information will be used and disclosed in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.
 - To Aid Specialized Government Functions* - Protected Health Information may be used and disclosed for military or national security purposes.
 - For Worker's Compensation* - Protected Health Information may be used and disclosed as necessary to comply with worker's compensation laws.
 - To Correctional Institutions or Law Enforcement Officials* - If you are an inmate, Protected Health Information may be disclosed to the correctional institution or law enforcement officials.
- Required Uses and Disclosures:** Under the law, disclosures must be made to you, upon your request (unless medically contraindicated) and when required by the Secretary of the Department of Health and Human Services to investigate or determine compliance with HIPAA regulations.
- For All Other Circumstances, We May Only Use or Disclose Your Protected Health Information After You Have Signed an Authorization.** If you authorize us to use or disclose your Protected Health Information for another purpose, you may revoke your authorization in writing at any time.
- We May Also Use or Disclose Your Protected Health Information for the Following Purposes:**
 - Appointment Reminders* - To contact you with appointment reminders or to provide information on other treatments or health-related benefits and services that may be of interest to you.
 - Change of Ownership* - In the event that Burlington County Orthopaedic Specialists, P.A. is sold or merged with another organization, your Protected Health Information will become the property of the new owner.

Your Rights with Respect to Your Protected Health Information

- You have the right to request restrictions on the uses and disclosures of your Protected Health information. Your request must be in writing, be addressed to the Privacy Officer and state the specific restriction requested and to whom you want the restriction to apply. However, we are not required to comply with your request.
- You have the right to request your Protected Health Information through confidential means. However, we may condition this accommodation by asking you for information as to how payment will be handled or a specification of an alternative address or other method of contact. We will not request an explanation from you as to the basis for the request. Your request must be in writing, be addressed to the Privacy Officer and state the specific alternate means or location.
- You have the right to inspect your Protected Health Information. You may also obtain a copy of your Protected health Information (unless medically contraindicated). B.C.O.S. will charge a reasonable fee for the copying of records. You have a right to request that we amend the Protected Health Information contained in your designated records if you believe it is incorrect or incomplete. However, we are not required to make any such amendments.
- You have a right to receive an accounting of disclosures of your Protected Health information made by us, except that we do not have to account for disclosures: made prior to to April 14, 2003; authorized by you; made for treatment, payment, health care operations; provided in response to an Authorization; made in order to notify and communicate with family; for certain government functions, and/or disclosures provided to you, to name a few. The right to receive an accounting is subject to exceptions, restrictions and limitations.
- If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact the Privacy Officer.

Our Duties to You

We are required by law to maintain the privacy of your Protected Health Information and to provide you with a copy of this Notice.

How You May Complain to the Government About our Privacy Practices

You may make complaints to the Secretary of the Department of Health and Human Services if you believe your rights have been violated.

How You May Contact us About our Privacy Practices

You may contact us about our privacy practices by calling the Privacy Officer at: (856) 235-7080