

# FOOT CLINIC OF SOUTH CAROLINA

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## Privacy Notice

*To our patients:* This notice describes how health information about you (as a patient of this practice) may be used and disclosed, and how you can get access to your health information. This is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

### **Our commitment to your privacy**

Our practice is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information. We realize these laws are complicated, but we must provide you with the following important information:

### **Use and disclosure of your health information in certain special circumstances.**

The following circumstances may require us to use or disclose your health information:

1. To public health authorities and health oversight agencies that are authorized by law to collect information.
2. Lawsuits and similar proceedings in response to a court or administrative order.
3. If required to do so by law enforcement official.
4. When necessary to reduce or prevent a serious health threat to your health and safety or the health of another individual or the public. We will only make disclosures to a person or organizations able to help prevent the threat.
5. If you are a member of U. S. or foreign military forces (including veterans) and if required by the appropriate authorities.
6. To federal officials for intelligence and national securities activities authorized by law.
7. To correctional institutions or law enforcement officials if you are an inmate or under the custody of a law enforcement official.
8. For Worker's Compensation and similar programs.

### **You rights regarding health information**

1. Communications. You can request our practice to communicate with you about your health and related issues in manner or at a certain location. For instance, you may ask us to contact you at home, rather than work. We will accommodate reasonable requests.
2. You can request a restriction in our use or disclosure of your health information for treatment, payment, or health care operations. Additionally, you have the right to request that we restrict our disclosure of your health information to only certain individuals involved in your care, such as family members and friends. We are not required to agree with your request; however if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you.
3. You have the right to inspect and obtain a copy of the information that may be used to make decisions about you including patient medical records and billing records. You must submit your request in writing to Foot Clinic of S. C., Attention Elsa Lindstrom, Office Manager or (864)281-9171.
4. You must ask to amend your health information if you believe it is incorrect, incomplete, and as long as the information is kept and by our practice. To request an amendment submit in writing to Foot Clinic of S.C., Attention Elsa Lindstrom, Office Manager or (864)281-9171. You must provide us with a reason that supports your request for amendment.
5. Right to a copy of this notice. You are entitled to receive a copy of this Notice of Privacy Practice. You may ask us to give you a copy of this notice at any time. To obtain a copy of this notice, contact our front desk receptionist.
6. Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of Department of Health and Human Services. To file a complaint with our practice contact Foot Clinic of S. C., Attention Elsa Lindstrom, Office Manager or (864)281-9171. All complaints must be submitted in writing. You will not be penalized for filing a complaint.
7. Right to provide an authorization for others uses or disclosures. Our practice will obtain your written authorization for other uses and disclosures that are not identified by this notice or permitted by applicable law.

If you have any questions about this notice please contact Foot Clinic of S. C., Attention Elsa Lindstrom, Office Manager or (864)281-9171.