

# The Foot and Ankle Wellness Center of Western Pennsylvania

## NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed. It also describes how you can get access to this information. Please review it carefully. If you have any questions, please contact the Chief Privacy Officer at the address or telephone number on this notice.

### **Who will follow this notice?**

The Foot and Ankle Wellness Center of Western PA provides healthcare to our patients, residents and clients in partnership with physicians, other professionals and organizations. The information privacy practices in this notice will be followed by:

- Any healthcare professional that treats you at any of our locations.
- All departments or services offered by our organization.
- All employed associates, staff, volunteers and students working under the supervisory oversight of our organization.
- Any business associate or affiliated entity with which we share information.

### **Our pledge to you.**

We understand medical information about you is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive to provide quality care and to comply with legal requirements. This notice applies to all of the records of your care that we maintain, whether created by facility staff or one of our medical providers. We are required by law to:

- Keep medical information about you private.
- Give you this notice of our legal duties and privacy practices with respect to medical information about you.
- Follow the terms of the notice that is currently in effect.

### **Your rights regarding medical information about you.**

In most cases, you have the right to look at or get a copy of the medical information we use to make decisions about your care, when you submit a written request. If you request copies of your records, we may charge a fee for the cost of copying, mailing or other related supplies. If we deny your request to review or obtain a copy, you may submit a written request for a review of that decision.

If you believe the information in your record is incorrect or you believe information is missing, you have the right to request that we correct the records. You would submit a request in writing that provides your reason for requesting the amendment. We could deny your request to amend a record if the information was not created by us; if it is not part of the medical information maintained by us; or if we determine the record is inaccurate. You may appeal, in writing, a decision by us not to amend a record.

You have the right to a list of those instances where we have disclosed medical information about you, other than for treatment, payment, healthcare operations or where you specifically authorized a disclosure, when you submitted a request. The request must state the time period desired for the accounting, which must be less than a six-year period. Requests will be charged according to the law of the Commonwealth of Pennsylvania (Act 26). We will inform you of the cost before you incur any cost.

You have the right to request a paper copy of this notice.

**Ford City Location**  
313 Ford Street  
Ford City, PA 16226  
P: (724) 763-4080  
F: (724) 763-4083

**Butler Location**  
100 Evans Road  
Butler, PA 16001  
P: (724) 841-0188  
F: (724) 841-0189  
Toll Free: (844)-FOOTDOC (366-8375)

**Monaca Location**  
3578 Brodhead Road  
Monaca, PA 15061  
P: (724) 775-6168  
F: (724) 775-2633

**Grove City Location**  
675 N. Broad Street Ext, Suite 2  
Grove City, PA 16127  
P: (724) 450-1144  
F: (724) 450-1140



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You have the right to request medical information about you be communicated to you in a confidential manner, such as sending mail to an address other than your home, by notifying us in writing of the specific way or location for us to use to communicate with you.

You may request, in writing, we not use or disclose medical information about you for treatment, payment or healthcare operations or to persons involved in your care, except when specifically authorized by you, when required by law, or in an emergency. We will consider your request but we are not legally required to accept it. We will inform you of our decision on your request.

**Changes to this notice.**

We may change our policy at anytime. Changes will apply to medical information we already hold, as well as new information after the change occurs. Anytime we change our policies, a new notice will be made available in our waiting room and exam rooms.

**How we may use and disclose medical information about you.**

We may use and disclose medical information about you for:

- Treatment purposes (such as sending medical information about you to your primary care physician or other specialists);
- Payment purposed (such as sending billing information to your insurance company or Medicare);
- Purposes of supporting our healthcare operations (such as comparing patient data to improve treatment methods).

We may use or disclose medical information about you without your prior authorization for several other reasons. Subject to certain requirements, we may give out medical information about you without prior authorization for public health purposes, abuse or neglect reporting, health oversight audits or inspections, research studies, funeral arrangements, organ donation, workman's compensation purposes and emergencies. We also disclose medical information when required by law, such as in response to a request from law enforcement in specific circumstances or in response to valid judicial or administrative orders.

We may also contact you for appointment reminders, advise you about recommended, possible treatment options, alternatives, health-related benefits or services that may be of interest to you or to determine your interest in participating in clinical research trials.

We may disclose medical information about you to a caregiver or family member who is involved in your medical care. We may disclose medical information about you to disaster relief authorities so your family can be notified of your location and condition.

**Other uses of medical information.**

In any situation not covered by this notice, we will ask for written authorization before using or disclosing medical information about you. If you choose to authorize use or disclosure, you can later revoke the authorization by notifying us in writing of your decision.

**Complaints**

If you are concerned your privacy rights may have been violated or you disagree with a decision we made about access to your records, you may contact our "Privacy Officer" by calling 610-367-7000 or via mail at The Foot and Ankle Wellness Center of Western PA, 176 Medical Center Road, Chicora, PA 16025. You may send written complaint to the U.S. Department of Health & Human Services Office or Civil Rights. Our Privacy Officer can provide you with the address.

Under no circumstances will you be penalized or retaliated against for filing a complaint.

Version Effective 12.01.08

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## Acknowledgement of Receipt Of Notice of Privacy Practice

I acknowledge that I was provided a copy of the Notice of Privacy Practices and that I have read (or had the opportunity to read if so I chose) and understand the notice.

\_\_\_\_\_  
Patient Printed Name

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Parent or Authorized Representative

\_\_\_\_\_  
Signature

## Discussion of Medical Information

List the family members or other person(s), if any, with whom we may discuss your medical care and your diagnosis (your social security number must be known to this person in order for them to access confidential information).

Name ..... Relationship to you .....

Name ..... Relationship to you .....

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