

Notice of Privacy Practices

This notice describes how health information about you may be used and disclosed and how you can obtain access to this information. **Please review carefully.**

Granite Sports Medicine (GSM) is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. We reserve the right to change the terms of this notice as necessary.

Uses and disclosures of your personal health information:

Your authorization-except as outlined below, we will not use or disclose your personal health information for any purpose unless you have signed a form authorizing the use or disclosure. You have the right to revoke that authorization.

Uses and Disclosure for Treatment, Payment, and Health Care Operations- GSM may request health care information from your other health care providers with written consent from you. On occasion, it may be necessary to seek consultation regarding your condition from other health care providers associated with GSM. It is our policy to provide a substitute health care provider, authorized by GSM to provide assessment and/or treatment to our patients, without advanced notice, in the event of your primary health care provider's absence due to vacation, sickness, or other emergency situation. We may also release your personal health information as necessary for payment purposes. For instance, we may forward information regarding your medical procedures and treatment to your insurance company to arrange payment for the services provided to you. We may also use your information to prepare a bill to send to you or to the person responsible for your payment. We will use and disclose personal health information as necessary and as permitted by law, for our health care operations which include clinical improvement, professional peer review, business management, accreditation and licensing, etc.

Family and Friends involved in your care- With your approval, we may from time to time disclose your personal health information to designated family, friends, and others who are involved in your care or in payment of your care in order to facilitate that person's involvement in caring for you or paying for your care. If you are unavailable, incapacitated or facing an emergency medical situation and we determine that a limited disclosure may be in your best interest, we may share limited personal health information with such individuals without your approval.

Workers Compensation- We may disclose your personal health information as necessary to comply with State Workers Compensation laws.

Appointments and Services- We may contact you to provide appointment reminders, test results or information about treatment alternatives or other health-related benefits and services that may be of interest to you. You have the right to request, and we will accommodate reasonable requests by you, to receive communications regarding your personal health information from us by alternative means or at alternative locations. For instance, if you wish appointment reminders to not be left on voice mail or sent to a particular address, we will accommodate reasonable requests. All requests must be in writing.

Research- In limited circumstances, we may use and disclose your personal health information for research purposes. For example, a research organization may wish to compare outcomes of all patients who received a particular drug and will need to review a series of medical records.

Other Uses and Disclosures- We are permitted by law to make certain other uses and disclosures of your personal health information without your consent or authorization, including but not limited to the following:

- Any Purpose required by law.

- Public health safety.
- If we suspect child abuse or neglect or we believe you to be a victim of abuse, neglect, or domestic violence.
- To the Food and Drug Administration if necessary to report adverse events, product defects or to participate in product recalls.
- To your employer when we have provided care to you at the request of the employer.
- If required by law to a government oversight agency conducting audits, investigations or civil or criminal proceedings.
- If required to do so by a court or administration ordered subpoena or discovery requested in most cases you will have notice of such releases.
- To law enforcement officials as required by law to report wounds, injuries and crimes.
- If you are a member of the military, as required by armed forces services, we may also release your personal health information if necessary for national security or intelligence activities.

Your Health Information Rights- Your health record is the physical property of Granite Sports Medicine, but the information belongs to you.

- You have the right to copy and/or inspect in our presence much of the personal health information that we retain on your behalf.
- You have a right to request that GSM amend your protected health information. Please be advised, however, that we are not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have the right to receive an accounting of certain disclosures made by us of your personal health information.
- You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

Restrictions on use and disclosure of your personal health information- You have the right to request restrictions on certain uses and disclosures of your health care information for treatment, payment, or health care operations. We are not required to agree to your restrictions requests, but will attempt to accommodate reasonable requests when appropriate and we retain the right to terminate and agreed-to restriction if we believe such termination is appropriate. In the event of termination by us, we will notify you.

Change of Ownership- In the event that Granite Sports Medicine is sold or merged with another organization, your health information/record will become the property of the new owner.

Changes to this Notice of Privacy Practices- GSM reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, GSM is required by law to comply with this Notice. GSM is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information

Complaints- If you believe your privacy rights have been violated, you can file a complaint with our Privacy Officer, Darcy Cook, or with the Secretary of the Department of Health and Human Services in Washington, D.C. You must submit your complaint in writing to: HIPPA Privacy Officer.

Acknowledgement of Receipt of Notice- You will be asked to sign an acknowledgement form stating that you have been presented with a copy of our notice of privacy practices.