

NOTICE OF PRIVACY PRACTICES FOR BROKEN ARROW BONE & JOINT SPECIALISTS

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

I. DUTIES OF BROKEN ARROW BONE & JOINT SPECIALISTS

Broken Arrow Bone & Joint Specialists (BABJS) has prepared this explanation of how BABJS is required to maintain the privacy of your health information and how your health information may be used and disclosed. BABJS is required by law to maintain the privacy of your health information and to provide you with notice of BABJS' legal duties and privacy practices with respect to your health information. BABJS is required to abide by the terms of its Notice currently in effect. BABJS reserves the right to change its privacy practices and terms of its Notice, in accordance with applicable law, at any time, and to make any such change effective for all protected health information that BABJS maintains at the time of such change. If BABJS changes its Notice, BABJS will post the revised Notice on its website and you may request a written copy of the revised Notice from BABJS.

II. USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

BABJS may use your health information, information that constitutes protected health information, as defined in the Privacy Rule of the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), for purposes of providing you treatment, obtaining payment for your care and conducting health care operations. BABJS has established policies to guard against unnecessary disclosure of your protected health information.

YOUR PROTECTED HEALTH INFORMATION MAY BE USED AND DISCLOSED WITHOUT YOUR AUTHORIZATION FOR THE FOLLOWING PURPOSES:

For Treatment. BABJS may use and disclose your protected health information to coordinate and manage your health care and related services within BABJS and with others involved in your care. For example, this may include disclosing information to coordinate surgery or managing your care through a staff nurse or physical therapy provider.

For Payment. BABJS may use or disclose your protected health information in order to obtain reimbursement for your medical care. For example, BABJS may disclose your protected health information in a bill to your health insurer so that the insurer will reimburse you or BABJS for the cost of the services provided.

For Health Care Operations. BABJS may use or disclose your protected health information for health care operations, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. For example, BABJS may use your protected health information to conduct an internal quality assessment review.

For Appointment Reminders and Treatment Alternatives. BABJS may use and disclose your protected health information to contact you as a reminder that you have an appointment. BABJS may also use and disclose your protected health information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

To Persons Involved In Your Care. BABJS may use and disclose your protected health information to notify or assist in notification of a family member or close personal friend involved in your care of your location, condition or death, when directly relevant to such person's involvement with your care or payment related to your care, if you agree to such disclosure. If you are unable to agree because of either incapacity or an emergency situation, BABJS may use or disclose your protected health information, that is directly relevant to your care, to a family member or close personal friend if BABJS determines it is in your best interest to do so.

As Required By Law. BABJS will disclose protected health information about you when required to do so by federal, state, or local law.

For Public Health Activities. BABJS will disclose protected health information about you when needed to public health authorities authorized to collect such information, to a person who may have been exposed to a communicable disease, or to your employer in limited circumstances related to a work-related illness or injury or a workplace-related medical surveillance.

To Report Abuse, Neglect or Domestic Violence. BABJS will disclose protected health information about you to a governmental authority to the extent required by law if BABJS reasonably believes you are a victim of abuse, neglect, or domestic violence.

For Health Oversight Activities. BABJS may disclose protected health information to a health oversight center for oversight activities authorized by law including, but not limited to, audits and civil or criminal investigations. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

For Lawsuits and Administrative Proceedings. If you are involved in a lawsuit or an administrative proceeding, BABJS may disclose protected health information about you in response to an order issued by a court or administrative tribunal. BABJS may also disclose protected health information about you in response to a subpoena, discovery request, or other lawful process provided certain conditions are met.

For Law Enforcement. BABJS may release protected health information about you if asked to do so by a law enforcement official for a law enforcement purpose if specific conditions are met.

About Deceased Persons. BABJS may disclose protected health information to a coroner or medical examiner to identify a deceased person or determine cause of death. BABJS may also disclose protected health information to funeral directors consistent with applicable law, as necessary to carry out their duties with respect to the deceased person.

For Organ, Eye, or Tissue Donation. BABJS may use or disclose protected health information to organ transplant or donation organizations to assist in organ, eye, or tissue donation and transplantation.

For Research Purposes. BABJS may use or disclose protected health information for research purposes if a waiver of individual authorization[®] is approved by an applicable Institutional Review Board or privacy board and other requirements are met.

To Avert a Serious Threat to Health or Safety. BABJS may use and disclose certain protected health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of another person or the public. The information will be disclosed to a person reasonably able to prevent or lessen the threat, including the target of the threat.

