

NOTICE OF PRIVACY PRACTICES

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

At Memphis Spine & Sport (“MSS”), we understand that medical information about you and your health is personal. We create a record of the care and services you receive at this office. We need this record to provide you with quality care and to comply with certain legal requirements. This Joint Notice (“Notice”) applies to all of the records of your care generated by MSS, whether made by MSS personnel or your personal physicians and allied health practitioners.

This Notice will tell you about the ways in which MSS may use and disclose medical information about you, referred to below as protected health information (“PHI”). This Notice also describes your rights and certain obligations MSS has regarding the use and disclosure of PHI. This Notice describes MSS’s practices and that of: all physicians and staff who are members of MSS.

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU.

For Treatment. MSS may use and disclose PHI in the course of providing, coordinating or managing your medical treatment, including the disclosure of PHI for treatment activities of another health care provider. These types of uses and disclosures may take place between physicians, nurses, technicians, students, and other health care professionals who provide you health care services or are otherwise involved in your care. For example, if you are being treated by a primary care physician, MSS may need to use/disclose PHI to that physician for purposes of treatment, or to other health care professionals who are assisting in your care.

For Payment. MSS may use and disclose PHI in order to bill and collect payment for the health care services provided to you. For example, MSS may need to give PHI to your health plan in order to be reimbursed for the services provided to you. MSS may also disclose PHI to its business associates, such as billing companies, and claims processing companies. MSS may also disclose PHI to other health care providers and health plans for the payment activities of such providers or health plans.

For Health Care Operations. MSS may use and disclose PHI as part of its operations, including for quality assessment and improvement, such as evaluating the treatment and services you receive and the performance of staff and physicians in caring for you, patient surveys, provider training, underwriting activities, compliance and risk management and administration. MSS may also disclose PHI to other health care providers and health plans for such entity’s quality assessment and improvement activities, credentialing and peer review activities, and health care fraud and abuse detection or compliance, provided that such entity has, or has had in the past, a relationship with the patient who is the subject of the information.

As Required by Law and Law Enforcement. MSS may use or disclose PHI when required to do so by applicable law and when ordered to do so in a judicial or administrative proceeding. MSS may also use or disclose PHI to identify or locate a suspect, fugitive, material witness, or missing person, about criminal conduct, to report a crime, the location of the crime or victims, or the identity, description, or location of a person who committed a crime, or for other law enforcement purposes.

For Health Oversight Activities. MSS may disclose PHI to the government for oversight activities authorized by law, such as audits, investigations, inspections, licensure or disciplinary actions, and other proceedings, actions or activities necessary for monitoring the health care system, government programs, and compliance with civil rights laws.

Workers’ Compensation. MSS may disclose PHI to comply with workers’ compensation or other similar laws. These programs provide benefits for work-related injuries or illnesses.

Appointment Reminders; Disclosures to Individuals Involved in Your Health Care of Payment for Your Health Care. MSS may use and disclose your PHI to contact you and remind you of an appointment at MSS, or to inform you of treatment alternatives or other health-related benefits and services that may be of interest to you. Unless you object, MSS may disclose your PHI to a family member, other relative, friend, or other person you identify as involved in your health care or payment for your health care. MSS may also notify these people about your location or condition.

OTHER USES AND DISCLOSURES. Other types of uses and disclosures of your PHI not described above will be made only with your written authorization, which with some limitations; you have the right to revoke in writing. If you revoke your permission, MSS will no longer use or disclose PHI about you for the reasons covered in written authorization. You understand that MSS is unable to take back any disclosures already made with your permission, and that MSS is required to retain records of the care provided to you.

REGULATORY REQUIREMENTS. MSS is required by law to maintain the privacy of your PHI, to provide individuals with notice of MSS’s legal duties and privacy practices with respect to PHI, and to abide by the terms described in the Notice currently in effect. We will provide you with a copy of this notice.

RIGHTS. You have the following rights regarding your PHI:

Restrictions. You may request that MSS restrict the use and disclosure of your PHI. For example, you could ask that we not use or disclose information about a surgery you had. To request restrictions, you must make your request in writing to Memphis Spine & Sport. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the restrictions to apply, for example, disclosures to your spouse.

Alternative Communications. You have the right to request that communications of PHI to you from MSS be made by particular means or at particular locations. For instance, you might request that communications be made at your work address, instead of your home address. Your requests must be made in writing and sent to the front desk. MSS will accommodate your reasonable requests without requiring you to provide a reason for your request.

Inspect and Copy. Generally, you have the right to inspect and copy your PHI that MSS maintains, provided that you make your request in writing. If you request copies of your PHI, we may impose a reasonable fee to cover copying and postage.

Amendment. If you believe that your PHI maintained by MSS is incorrect or incomplete, you may ask us to correct your PHI. Your request must be made in writing to the front desk, and it must explain why you are requesting an amendment to your PHI. We generally can deny your request if your request relates to PHI: (i) not created by MSS; (ii) not part of the records MSS maintains; (iii) not subject to being inspected by you; or (iv) that is accurate and complete. If your request is denied, we will provide you a written denial that explains the reason for the denial and your rights to: (i) file a statement disagreeing with the denial; (ii) if you do not file a statement of disagreement, submit a request that any future disclosures of the relevant PHI be made with a copy of your request and MSS’s detail attached; and (iii) complain about the denial.

Right to File a Complaint. You may complain to MSS if you believe your privacy rights with respect to your PHI have been violated by submitting a written complaint to 1740 N. Germantown Pkwy #6, Cordova, TN 38016. You also have the right to file a complaint with the Secretary of the Department of Health and Human Services. You will not be penalized for filing a complaint.

If you have any further questions or concerns about this notice, please consult our front desk staff for further explanation.