

**ORTHOPEDIC ASSOCIATES, LLC.  
NOTICE OF PRIVACY PRACTICES**

*Effective April 14, 2003  
Reviewed January 10, 2010*

**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.**

A federal regulation, known as the "HIPAA Privacy Rule" requires that we provide detailed notice in writing of our privacy practices.

This Notice describes the privacy practices of Orthopedic Associates, LLC. This notice also describes the privacy practices of affiliated providers while they are performing services in an Orthopedic Associates office, unless they provide you with a notice of their specific privacy practices. Affiliated providers are not employed by Orthopedic Associates but are either authorized to provide services to patients in an Orthopedic Associates office or have a contractual relationship with Orthopedic Associates. For more information about the specific privacy practices of our affiliate providers, please contact them directly.

**Privacy Promise:**

Orthopedic Associates understands that your health information is personal and protecting that information is important. We follow strict federal and state laws that require us to maintain the confidentiality of your health information.

**How we use your Health Information:**

When you receive care from Orthopedic Associates, we may use your health information to treat you, bill for our services, and conduct our normal business of health care operations. Examples of how we use your information include:

**Treatment:** We keep records of the care provided to you. Health care providers use this information to deliver quality care to meet your needs. For example, your doctor may share your health information with another doctor who is assisting in your care.

**Payment:** We keep billing records that include payment information and documentation of the service provided to you. Your information may be used to obtain payment from your insurance company, you, or a third party. We may also contact your insurance company to verify your coverage or to get approval for upcoming services. For example, your health plan may request and receive information on dates of service, services provided, and the medical condition being treated before releasing payment to us.

**Health Care Operations:**

We use health information to improve the quality of care, train staff, provide customer service, manage costs, and conduct required business duties.

**Other services We Provide:**

We may also use your health information to:

- Recommend treatment alternatives
- Tell you about health services and products that may benefit you
- Share information with other companies who assist us with treatment, payment and health care operations. All of our business associates must follow our privacy practices.

**Sharing Your Health Information:**

There are limited situations when we are permitted or required to disclose health information without your signed authorization. These situations are:

- For public health purposes such as tracking communicable diseases, reporting births and deaths, and reporting reactions to drug or problems with medical devices.
- To protect victims of abuse, neglect or domestic violence
- For health oversight activities such as investigations, audits and inspections.

- For lawsuits and similar proceedings
- When required by law or court order
- To coroners, medical examiners and funeral directors
- For organ and tissue donation
- For research approved by our review process under strict federal guidelines.
- To reduce or prevent a serious threat to public health and safety
- Communication with family members or other similar programs if you are injured at work.

All other uses and disclosures not described in this notice require your signed authorization. You may revoke your authorization at any time with a written statement.

#### **Our Privacy Responsibilities:**

Orthopedic Associates, LLC is required by law to:

- Maintain the privacy of your health information
- Provide this notice that describes the ways we may use and share your health information
- Follow the terms of the notice currently in effect

We reserve the right to make changes to this notice at any time and make new privacy practices effective for all information we maintain. These Changes may be required by changes in federal and state laws and regulation. Current notices will be available at all Orthopedic Associates, LLC locations.

#### **Your Individual Rights**

You have the right to:

- Request restrictions on the use and disclosure of your health information. We will consider all requests carefully but are not required to agree to any restriction.
- Requests that we use a specific address or telephone number to communicate with you.
- Inspect and copy your health information including medical and billing records. Fees may apply.\*
- Request corrections and additions to your health information.\*
- Revoke authorizations that you previously made regarding the use and disclosure of your health information, except to the extent information or action has already been taken.
- Request an accounting of how and to whom your health information has been disclosed. This accounting does not include disclosures to friends and family members, and some disclosures required by law. Dates prior to April 14, 2003 are excluded in the accounting. Fees may apply.\*
- Receive a printed copy of this notice.

Requests marked with a (\*) must be made in writing. Forms are available at Orthopedic Associates, LLC.

#### **Contact Us:**

If you would like to submit a comment or complaint about our privacy practices or feel your privacy rights have been violated, you can do so by sending a letter describing your concerns to:

Privacy Officer  
 Orthopedic Associates, LLC.  
 4700 E. Hale Parkway, Suite 550  
 Denver, CO 80220  
 303.321.6600

Orthopedic Associates will investigate all concerns and report within a reasonable time frame. We will not intimidate, threaten, coerce, discriminate against or take other retaliatory action against any individual for filing a complaint against Orthopedic Associates.