

Northeast Orthopaedics & Sports Medicine, L.L.P.

Notice of Privacy Practices

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

1. Northeast Orthopaedics & Sports Medicine, L.L.P. is permitted to make uses and disclosures of protected health information for treatment, payment and health care operations, as described in the following examples:
 - a. For treatment –For setting up any types of testing (MRI, Physical therapy).
 - b. For payment – Speaking to Insurance companies regarding your office visits or surgery.
2. Northeast Orthopaedics & Sports Medicine, L.L.P. is permitted or required, under specific circumstances, to use or disclose protected health information without the individual's written authorization. Other uses and disclosures will be made only with the Individual's written authorization, and the individual may revoke such authorization.
3. Northeast Orthopaedics & Sports Medicine, L.L.P. intends to engage in (n)one or more of the following activities:
 - a. Northeast Orthopaedics & Sports Medicine, L.L.P. may contact the individual to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual or patient.
 - b. A group health plan, or a health insurance issuer or HMO with respect to a group health plan, may disclose protected health information to the sponsor of the plan.
4. The Individual has the following rights regarding protected health information:
 - a. The right to request restrictions on certain uses and disclosures of protected health information. Northeast Orthopaedics & Sports Medicine, L.L.P. is not required to agree to a requested restriction, however.
 - b. The right to receive confidential communications of protected health information, as applicable.
 - c. The right to inspect and copy protected health information, as provided in the Privacy Regulation.
 - d. The right to amend protected health information, as provided in the Privacy Regulation.

- e. The right to receive an accounting of disclosures of protected health information.
 - f. The right to obtain a paper copy of the Notice from the covered entity upon request. This right extends to an individual who has agreed to receive the Notice electronically.
5. Northeast Orthopaedics & Sports Medicine, L.L.P. is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and Privacy practices with respect to protected health information.
 6. Northeast Orthopaedics & Sports Medicine, L.L.P. is required to abide by the terms of the Notice currently in effect.
 7. Northeast Orthopaedics & Sports Medicine, L.L.P. reserves the right to change the terms of this Notice. The new Notice provisions will be effective for all protected health information that it maintains.
 8. Northeast Orthopaedics & Sports Medicine, L.L.P. will provide individuals or patients with a revised Notice.
 9. Individuals may complain to Northeast Orthopaedics & Sports Medicine, L.L.P. and to the Secretary of the Department of Health and Human Services, without fear of retaliation by the organization, if they believe their privacy rights have been violated.
 10. Northeast Orthopaedics & Sports Medicine, L.L.P.'s contact person for matters relating to complaints is:
 - a. Wendy Garza
 - b. 210-477-5163
 - c. 12709 Toepperwein Rd. Ste. 101
 11. This Notice is first in effect on April 14, 2003.

I hereby acknowledge that I have received a copy of Northeast Orthopaedics & Sports Medicine, L.L.P.'s notice of Privacy Practices.

Individual's Name

Date: _____