

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW Bangor Podiatry LLC MAY USE AND DISCLOSE YOUR HEALTHCARE INFORMATION AND HOW YOU OBTAIN ACCESS TO THIS INFORMATION, PLEASE REVIEW IT CAREFULLY.

Bangor Podiatry LLC as required by law to maintain the privacy of your protected health information. This information consists of all records related to health, including demographic information, either created by Bangor Podiatry, LLC or received by Bangor Podiatry, LLC, from other healthcare practices. We are required to provide you with notice of our legal duties and privacy practices with respect to your protected health information. These legal duties and privacy practices are described in this notice. Bangor Podiatry, LLC will abide by the terms of this notice or the notice currently in effect at the time of use or disclosure of your protected health information.

Bangor Podiatry, LLC reserve the right to change the terms of this notice and to make any new provisions effective for all protected health information we maintain. Patients will be provided a copy of only revised notices upon request. An individual may obtain a copy of the current notice from our office at any time.

Uses and disclosures of your protected health information not requiring your consent

Bangor Podiatry, LLC may use and disclose protected health information, without your written consent or authorization, for further treatment, procedures and healthcare operations. There are certain restrictions on use as an disclosure of treatment records, which include registration and all other records concerning individuals were receiving, or who at any time have received services for mental illness, developmental disabilities, alcoholism, or drug dependence, and are also restrictions on disclosing HIV test results.

Treatment may include:

- Providing, coordinating, or managing healthcare and related services by one or more healthcare providers
- Consultations between healthcare providers concerning a patient
- Referrals to other providers for treatment
- Referrals to nursing homes, foster care homes, or home health agencies

For example, Bangor Podiatry, LLC, may determine that you require the services of a specialist. In referring you to another doctor, Bangor Podiatry LLC may share or transfer your healthcare information to the doctor.

Payment activities may include:

- Activities undertaken by Bangor Podiatry, LLC to obtain reimbursement for services provided to you
- Determining your eligibility for benefits or health insurance coverage
- Managing claims and contacting your insurance company regarding payment
- Collection activities to obtain payment for services provided to you
- Reviewing healthcare services in discussing with your insurance company the medical necessity of certain services or procedures, coverage under health plan, appropriateness of care, or justification of charges
- Obtaining precertification and pre-authorization of services to be provided for you

For example, Bangor Podiatry, LLC will submit claims to your insurance company on your behalf. This claim identifies you, your diagnosis, and the services provided to you.

Healthcare operations include:

- Contacting healthcare providers and patients with information about treatment alternatives
- Contacting quality assessment improvement activities
- Contacting outcomes evaluation and development of clinical guidelines
- Protocol development, case management, and care coordination
- Conducting or arranging for medical review, legal services, and auditing functions

For example, Bangor Podiatry, LLC, may use your diagnosis, treatment, and outcome information to measure the quality of the services that we provide and assess the effectiveness of your treatment when compared to patients in similar situations.

Bangor Podiatry, LLC may contact you, by telephone or mail, to provide appointment reminders. You must notify us if you do not wish to receive appointment reminders.

We may not disclose protected health information to family members or friends who may be involved with your treatment of care without your written permission. Health information may be released without written permission to a parent, guardian, or legal custodian of a child, the guardian of an incapacitated adult, the healthcare agent designated in an incapacitated patient's healthcare power of attorney, or the personal representative or spouse of a deceased person. There are additional situations when Bangor Podiatry, LLC is permitted or required to use or disclose protected health information without your permission or authorization.

Examples include but are not limited to the following

- 1) As permitted or required by law: In certain circumstances may be required to report individual health information to legal authorities, such as law enforcement, officials or government agencies. For example, we may have to report abuse, neglect, domestic violence, or certain physical injuries. You are required to report gunshot wounds or any other wound to law enforcement officials if there is reasonable cause to believe the wound occurred as a result of the crime. Mental health records may be disclosed to law enforcement authorities for the purpose of reporting an apparent crime on the premises.
- 2) For Public health activities: We may release healthcare records, with the exception of treatment records, to certain government agencies or public health authority or authorities of the law, upon receipt of written request from that agency. We are required to report positive HIV test results of the state state epidemiologist. We may disclose HIV test results to other providers or persons when there has been or will be at risk of exposure. We may report to the state epidemiology.

This notice is prepared in accordance with the health insurance portability and accountability act, 45 C.F.A.164 520