



Notice of Privacy Practices

- This notice describes how your health information may be used or disclosed and how you can access this information. Please review it carefully.
- At Space Coast Foot & Ankle Center we have always kept your health information secure and confidential. A new law requires us to continue maintaining your privacy, give you this notice and to follow the terms of this notice.
- The law permits us to use or disclose your health information to those involved in your treatment. For example, a review of your file by a specialist doctor whom we may involve in your care.
- We may use or disclose your health information for payment of your services. For example, we may send a report of your progress to your insurance company.
- We may use or disclose your health information for our normal healthcare operations. For example, one of our staff will enter your information into our computer.
- We may share your medical information with our business associates, such as a billing service. We have a written contract with each business associate that requires them to protect your privacy.
- We may use your information to contact you. For example, we may send newsletters or other information. We may also want to call and remind you about your appointments. If you are not home, we may leave this information on your answering machine or with the person who answers the telephone.
- In an emergency, we may disclose your health information to a family member or another person responsible for your care.
- We may release some or all of your health information when required by law.
- If this practice is sold, your information will become the property of the new owner.
- Except as described above, this practice will not use or disclose your healthcare information without your prior written authorization.
- You may request in writing that we not use or disclose your health information as described above. We will let you know if we can fulfill your request.
- You have the right to know of any uses or disclosures we make with your health information beyond the above normal uses.
- As we will need to contact you from time to time, we will use the address and telephone number of your preference.
- You have the right to transfer copies of your health information, with few exceptions. We must receive a written request for the information you would like to see. If you request a copy of your records, we may charge you a reasonable fee for the copies.
- You have the right to request an amendment or make changes to your health information. Request in writing to make changes. If you wish to include a statement in your file, please submit that in writing as well. We may or may not make the changes you request, but will be happy to include your statement in your file. If we agree to an amendment or change, we will not remove or alter earlier documents, but will add new information.
- You have the right to receive a copy of this notice.
- If we change any of the details of this notice, we will notify you of the change at your next appointment after the effective date.
- You may file a complaint with the Department of Health and Human Services, 200 Independence Avenue, SW, Room 509-F, Washington, DC 20201. You will not be retaliated against for filing a complaint.
- However, before filing a complaint, for more information or assistance regarding your health information privacy please contact our office at (321) 259-4268.

This notice is effective April 14, 2003

Acknowledgement

I have received a copy of the Space Coast Foot & Ankle Center Notice of Privacy Practices.

Signed _____ PrintName _____ Date _____