

## **Notice of Privacy Practices**

St Louis Spine and Orthopedic Surgery Center

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.

We may use and disclose Protected Health Information (PHI) about you in order to carry out your treatment, to obtain payment for services rendered to you and carry out the operations of this facility. Examples of how we may use and disclose information about you for providing treatment, obtaining payment and operating are:

### Examples of uses and disclosures for treatment

We will use your PHI to provide medical care and service to you. We will disclose your PHI as necessary to the physician who referred you to us.

### Examples of uses and disclosures to obtain payment

We may submit a claim form to your insurance company containing your name, address, social security number, diagnosis and the medical test provided to you.

### Examples of uses and disclosures to carry out the operations of the facility

The facility may audit your chart in order to track and improve our performance in making sure that the appropriate tests are done.

We may contact you to provide appointment reminders, information about treatment alternatives or other health related benefits and services that may be of interest to you.

The facility may use or disclose PHI about you for other purposes, without your consent, if we are required by law to disclose to governmental authorities. Such uses or disclosure may include:

#### For uses and disclosures required by law

- For certain public health activities (such as the reporting of disease)  
To a government authority authorized to receive reports of abuse, neglect, or domestic violence.
- To a health oversight agency for oversight activities authorized by law (audits, licensure, inspections, etc.)
- For judicial and administrative proceedings (for example in response to a court order, or to a subpoena, or discovery request.)
- For certain law enforcement purposes (such as grand jury subpoena; request by law official during an investigation.)
- In the provision of care to inmates.
- To victims of a crime
- For specialized government functions (such as military missions or lawful intelligence, counterintelligence, or national security activities.)
- To comply with worker's compensation laws
- For identification and location purpose (example – location of patient's room in a hospital)
- Research which has been approved by an institutional review board.
- To a coroner, medical examiner, or funeral director, to assist the recipient in performing his or her legal duties.
- To an organ procurement organization in order to facilitate donation or transplantation
- To prevent or lessen a serious and imminent threat to the health and safety of an individual or the public.
- Fundraising (can only use the patient's demographic data and dates of healthcare.)

You have rights regarding your protected health information. You may:

- a. Request restrictions on certain uses and disclosures of PHI, but we are not required to agree to a requested restriction.
- b. Request that you receive confidential communications of PHI
- c. Request to inspect and copy your own PHI
- d. Request that your information be amended
- e. Request a paper copy of this notice

The facility is required by law to maintain the privacy of PHI and to provide individuals with notice of its legal duties and privacy practices with respect to protected health information. The facility is required to abide by the terms of this notice and to provide individuals with revisions to the notice.

You may complain to the facility or the Secretary of Health and Human Services if you believe that your privacy rights have been violated. File a complaint with the facility in writing with the Privacy/Contact Officer.

We have the right to revise this notice when there are material changes to the uses or disclosures, your rights, our legal duties or other privacy practices stated in this notice. The revision will be effective for all PHI we retain and the revised notice will be posted at the facility and be available at the front desk.

For more information about this notice, contact the facility administrator, Christine F. Slattery, at 636-256-0320.

Effective Date: February 13, 2006