

OAK Orthopedics of Kankakee

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

How We May Use and Disclose Your Protected Health Information

Treatment. Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of laboratory tests and procedures will be available in your medical record to all health professionals who may provide treatment or who may be consulted by staff members.

Payment. Your health information may be used or disclosed to seek payment from your health plan, from other sources of coverage such as an automobile insurer, or from credit card companies that you may use to pay for services. For example, your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated.

Health care operations. Your health information may be used or disclosed as necessary to support the day-to-day activities and management of Oak Orthopedics of Kankakee. For example, information on the services you received may be used to support budgeting and financial reporting, and activities to evaluate and promote quality.

Appointment reminders. Your health information will be used by our staff to send you appointment reminders.

Information about treatments. Your health information may be used to send you information that you may find interesting on the treatment and management of your medical condition. We may also send you information describing other health-related products and services that we believe may interest you.

Fundraising. Unless you request us not to, we may use your name and address to support our fundraising efforts.

Required by Law. Your health information may be used or disclosed if we are required by law to do so.

Public health reporting. Your health information may be used or disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state's public health department.

Health Oversight. Your health information may be used or disclosed to health oversight agencies for oversight activities such as audits, investigations, inspections and licensure.

Law Enforcement and Judicial and Administrative Proceedings. Your health information may be used or disclosed to respond to law enforcement officials or to judicial orders, subpoenas or other lawful processes.

Coroners, Medical Examiners and Funeral Directors. Your health information may be disclosed to coroners, medical examiners and funeral directors, as necessary, for these individuals to carry out their duties.

Organ and Tissue Donation. Your health information may be disclosed to organizations responsible for organ procurement, donation and transplantation.

Research. Your health information may be used or disclosed for research purposes, under certain circumstances, if an Institutional Review Board has approved such use or disclosure.

Avert a Serious Threat to Health or Safety. Your health information may be used or disclosed to avert a serious threat to the health or safety of you or someone else. The disclosure would be only to someone who could help prevent the threat.

Specialized Government Functions. Your health information may be used or disclosed for certain specialized government functions, including, for example, for national security and intelligence activities.

Workers' Compensation. Your health information may be disclosed for workers' compensation purposes as necessary to comply with relevant law.

Individuals Involved in Your Care. Your health information may be disclosed to family members or others who are involved in your care or payment for care.

Business Associates. Your health information may be disclosed to our business associates, such as transcription services, who provided services to us. These business associates must provide us with assurances that they will safeguard your information.

Authorization. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision to revoke your authorization.

Individual Rights

You have certain rights under the federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of your protected health information
- The right to receive confidential communications concerning your medical condition and treatment
- The right to inspect and copy your protected health information
- The right to amend or submit corrections to your protected health information
- The right to receive an accounting of how and to whom your protected health information has been disclosed
- The right to receive a printed copy of this notice

To exercise any of these rights, please contact the **Privacy Official at Oak Orthopedics of Kankakee 400 S Kennedy Dr #100 Bradley, IL 60915**. We require that all requests (except a request to receive a copy of this notice) be submitted in writing. You may obtain an applicable form by contacting the **Privacy Official**.

Oak Orthopedics of Kankakee Duties

We are required by law to maintain the privacy of your protected health information and to provide you with this “Notice of Privacy Practices.” We also are required to abide by the privacy policies and practices that are outlined in this notice.

Right to Revise Privacy Practices

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit. The revised policies and practices will be applied to all protected health information we maintain.

Questions, Comments or Complaints

If you have questions regarding this notice or our privacy practices or if you would like to submit a comment or complaint about our privacy practices, you can do so by contacting the Privacy Official:

**Attention Privacy Official
Oak Orthopedics of Kankakee
400 S Kennedy Dr #100
Bradley, IL 60915
815-928-8050**

You will not be penalized or otherwise retaliated against for filing a complaint.

You may also file a complaint with the United States Department of Health and Human Services, Office of Civil Rights at the following address:

**Region V
Office of Civil Rights
U.S. Department of Health and Human Services
233 N Michigan Ave #240
Chicago, IL 60601
Voice Phone (312)886-2359, Fax (312)886-1807, TDD (312)353-5693
OCRcomplaint@hhs.gov**

Effective Date

This notice is effective on or after April 14, 2003.

OAK Orthopedics complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.