



# **GOLDEN STATE ORTHOPEDICS & SPINE**

## **PRIVACY NOTICE**

***THE FOLLOWING NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THE INFORMATION CAREFULLY.***

Your confidential healthcare information may be released to other healthcare professionals or other treating physicians for the purpose of providing you with quality healthcare.

Your confidential healthcare information may be released to your insurance carrier and/or treating vendor for the purpose of the practice receiving payment for providing you with needed healthcare services. If you pay out of pocket and in full for a health care item or service, then you have the right to restrict certain disclosures of your protected healthcare information to your health insurance. Ask us how to do this.

Your confidential healthcare information may be released to public or law enforcement officials in the event of an investigation in which you are a victim of abuse, a crime or domestic violence.

Your confidential healthcare information may be released to other healthcare providers in the event you need emergency care.

Your confidential healthcare information may be released to a public health organization or federal organization in the event of a communicable disease or to report a defective device or untoward event to a biological product (food or medication).

Your confidential healthcare information may be released to certain parties only after receiving written authorization from you. You may revoke your permission to release confidential healthcare information at any time.

You may be contacted by Golden State Orthopedics & Spine to remind you of any appointments, healthcare treatment options or other health services that may be of interest to you. If you are not home, we may leave appointment information on your answering machine or in a message left with the person answering the phone.

We may use and disclose limited protected health information about you by having you sign in when you arrive at our office. We may also call out your name when we are ready to see you.

You have the right to restrict the use of your confidential healthcare information. However, Golden State Orthopedics & Spine may choose to refuse your restriction if it is in conflict of providing you with quality healthcare or in the event of an emergency situation.

You have the right to receive confidential communication about your health status, such as changing your mailing address or telephone number.

You have the right to review any/all portions of your healthcare information upon written request within the time-frames set by California law.

You have the right to receive an electronic or paper copy of your medical record upon written request within the time-frames set by California law. We may charge a reasonable, cost-based fee.

You have the right to request changes be made to your healthcare information. We may say "no" to your request, but we'll tell you why in writing within 60 days.

You have the right to know if certain parties have accessed your confidential healthcare information and for what purpose.

You have the right to possess a copy of this Privacy Notice upon request. This copy can be in the form of an electronic transmission or on paper.



# **GOLDEN STATE ORTHOPEDICS & SPINE**

## **PRIVACY NOTICE, CONTINUED**

Your confidential healthcare information may not be released for any other purpose than that which is identified in this notice. If we suspect your confidential healthcare information has been disclosed without authorization, you have the right to receive notification of a breach. We will send you a written notice with instructions on how to protect yourself from potential harm resulting from the breach, if it has occurred.

Golden State Orthopedics & Spine is required by law to protect the privacy of its patients. It will keep confidential any and all patient healthcare information and will provide patients, upon request, with a list of duties or practices that protect confidential healthcare information.

Golden State Orthopedics & Spine will abide by the terms of this notice. The practice reserves the right to make changes to this notice and continue to maintain the confidentiality of all healthcare information. Any changes to this notice will be posted in our practice and on our website ([www.goldenstateortho.com](http://www.goldenstateortho.com)) within 30 days of making any changes.

You have the right to file a complaint to Golden State Orthopedics & Spine if you believe your rights to privacy have been violated. If you feel your privacy rights have been violated, please mail your complaint to the center:

ATTN: Privacy Officer  
Golden State Orthopedics & Spine  
2625 Shadelands Drive  
Walnut Creek, California 94598

All complaints will be investigated. No personal issue will be raised for filing a complaint with Golden State Orthopedics & Spine. Also, you have a right to file a complaint with the Department of Health and Human Services. You may visit their website at [www.hhs.gov](http://www.hhs.gov) to file a complaint or call the regional HHS Office of Civil Rights at (415) 437-8310 for information on how to file a complaint.

For further information about this Privacy Notice, please contact:

ATTN: Privacy Officer  
Golden State Orthopedics & Spine  
2625 Shadelands Drive  
Walnut Creek, California 94598