

Member Privacy

Cape Cod Sports Medicine Inc. understands and takes your privacy seriously, that health information about you and your health care is personal, and we are committed to protecting this information.

How do we use health information?

The following categories describe different ways that we use and disclose health information.

- ❑ **For Treatment.** We may use health information about you to provide you with health care treatment or services.
- ❑ **For Payment:** We may use and disclose health information about you so that the treatment and services you receive from us may be billed to and payment collected from you, an insurance company, or a third party.
- ❑ **For Health Care Operations:** We may use and disclose health information about you for operations of our health care practice.
- ❑ **Workers' Compensation.** We may release health information about you for workers' compensation or similar programs.

Cape Cod Sports Medicine Inc. complies with all applicable state and federal laws, including any laws that impact our ability to use your health information for payment and operations.

Other Services

We may also use information to:

- ❑ Recommend treatment alternatives.
- ❑ Tell you about benefits and services.
- ❑ Communicate with family or friends involved in your care.
- ❑ Communicate with other healthcare providers or business associates for treatment, payment, or health care operations. Business associates must follow out privacy rules.
- ❑ Communicate with the sponsor of your health plan.

Information we share

There are limited times when we are permitted or required to disclose health information without your signed permission. These situations are listed below:

- ❑ To protect victims of abuse or neglect for federal and state health oversight activities such as fraud investigations.
- ❑ For judicial or administrative proceedings.
- ❑ If required by law for law enforcement.

- ❑ For coroners, medical examiners, and funeral directors.
- ❑ For specialized government functions such as national security and intelligence.
- ❑ To Workers' Compensation if you are injured at work.
- ❑ To correctional institution if you are an inmate.

All other uses and disclosures, not previously described, may only be made with your signed authorization. You may revoke your authorization at any time.

Our Responsibilities

Cape Cod Sports Medicine Inc. is required by law to:

- ❑ Maintain the privacy of your health information.
- ❑ Provide this notice of our duties and privacy practices
- ❑ Abide by the terms of the notice currently in effect.
- ❑ We reserve the right to change privacy practices, and make the new practices effective for all the information we maintain. Revised notices will be available to you.

Your Rights

You have the following rights regarding health information we maintain about you:

- ❑ **Right to Inspect and Copy:** You have the right to inspect and copy health information that may be used to make decisions about your care. **
- ❑ **Right to Amend:** If you feel that health information we have about you is incorrect or incomplete, you may ask us to amend the information. We may deny your request if you ask us to amend information that; was not created by us; is not part of the health information kept by or for our practice; is not part of the information which you would be permitted to inspect and copy; or is accurate and complete. **
- ❑ **Right to an Accounting of Disclosures.** You have the right to request a list accounting for any disclosures of your health information we have made, except for uses and disclosures for treatment, payment, and health care operations and some required disclosures, as well as disclosures that you authorize. **
- ❑ **Right to Request Restrictions.** You have the right to request a restriction or limitation on the health information we use or disclose about you. We may not be able to comply with all requests. **

- ❑ **Right to Request Confidential Communications.** You have the right to request that we communicate with you about health matters in a certain way or at a certain location. **
- ❑ **Right to a Paper Copy of This Notice.** You have the right to obtain a paper copy of this notice at any time.

Requests followed by an asterisk (**) must be made in writing to Kim Lehy, Office Manager. A fee for copies may apply.

Financial Privacy Policy

We do not give your financial information to any person or persons not affiliated with Cape Cod Sports Medicine Inc. It is important to us that you understand what financial information we gather and how we use it to administer your benefits and serve you better.

- ❑ **Financial Information-**In order to provide your healthcare services, we may gather financial information about you from you, your employer, your primary care physician, your plan sponsor and Cape Cod Healthcare; with respect to claims, co-payments and premium payments.
- ❑ **Security-**In compliance with state and federal standards, electronic, procedural, and physical safeguards are in place to limit the collection and use of non-public information to the minimum necessary to provide you with quality products and services. Access to this information is limited to a "need to know" basis for our employees to perform their jobs. This applies to you whether you are a former or current patient.

To Contact Us

If you have any comments or suggestions, please send e-mail to klehy@ccsportsmed.com, or contact us via telephone 508-540-0200 x 16, or by mail at:

Cape Cod Sports Medicine Inc.

Attn: Privacy Official

PO Box 765

Falmouth MA 02541

If you believe your privacy rights have been violated, you may file a complaint with us at the above address and telephone number, or with the Secretary of the Department of Health and Human Services in Washington D.C. All complaints must be submitted in writing. You will not suffer retaliation for filing a complaint.

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.

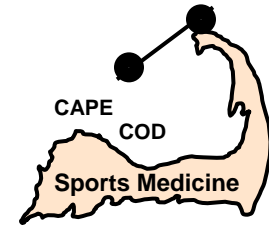
Cape Cod Sports Medicine Inc.

Dr. Donald E. O'Malley – President,
OSHA & HIPAA Compliance Officer

Kim Lehy – Office Manager & HIPAA
Privacy Official
klehy@ccsportsmed.com

Laura Manamon – OSHA Compliance
Administrator

PO Box 765
Falmouth MA 02541
Phone: 508-540-0200
Fax: 508-540-0201



ORTHOPEDIC SURGEON

Donald O'Malley M.D.

Member Notice of Privacy Practices

Effective: April 2003