



# Thomas J. Parr, M.D., F.A.C.S.

Orthopedic Surgery and Sports Medicine

## NOTICE OF PRIVACY PRACTICES

April 14, 2003 (modified April 20, 2009)

The purpose of this statement is to advise you about how information about you will be handled by us. We at Thomas J. Parr, M.D., P.A. have always been very serious about protecting our patients' privacy and the confidentiality of our records. Your medical records and x-rays are legally the property of the physician who created them; however, there are many situations where you will need to have benefit of them. While we will not retroactively alter our records, if you disagree with the information contained in your medical record, you have the right to add an addendum to that record stating your correction.

### YOUR OTHER ATTENDING PHYSICIANS & HEALTHCARE PROVIDERS:

We do provide copies of your clinic notes and other necessary information to other physicians and related health care providers who are involved in your ongoing health care. We do this to enhance your overall healthcare. We may do this without first contacting you and we do so at no charge to you. There are also times we also must send information to other health care entities about you (referred to in the industry as "patient demographics") which include, but is not limited to, your personal and insurance information. This usually is related to our trying to schedule tests, treatments, additional healthcare, or surgeries for you. If at any time, you want us to send your medical records to a different health care provider, please let us know and we will be happy to do so at no charge.

### INSURANCE COMPANIES:

It is common for insurance companies to refuse to pay health care claims filed either by us or by you until they obtain copies of your health records. When we file claims for surgery, we often will include a copy of the operative report with that claim. If the request for medical records by an insurance company is to support a claim for healthcare services provided by us or to appeal a payment denial, we may provide those records to them without contacting you first. If an insurance company requests medical records for any other reason, we will require your prior written approval and payment in advance (usually paid by the insurance company) to cover our costs.

### PERSONAL REQUESTS:

Sometimes our patients request copies of medical records for personal reasons. We are happy to provide them to you. We will require you to sign a form stating that you are requesting them for personal reasons, and we will require you to pay us to cover the costs for this service prior to our releasing them to you.

*Dr. Parr is a limited liability partner in FOUNDATION SURGICAL HOSPITAL and DOCTORS SURGICAL CENTER.*

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**LEGAL MATTERS:**

If you are needing your medical records for legal matters, please have your attorney contact us with this request. We also will require a copy of your authorization for us to release these records to the attorney requesting them, and we will require payment in advance to our releasing them to cover our costs.

**GOVERNMENTAL REQUESTS AND REQUIREMENTS:**

We will comply with the Federal and State laws regarding any requests for disclosure of medical records to governmental agencies.

**MEDICAL RESEARCH:**

Occasionally, we will use information obtained in the normal course of practice for the purpose of medical research. When we do, all patient identification will remain completely confidential and not be disclosed outside this office.

We do not sell patient information under any circumstances nor will we otherwise provide any information about any of our patients or their health care to others who do not have a need directly connected to the health and well-being of our patients.

In most cases under the laws, we have 30 days to provide copies medical records after all requirements have been met. If you have questions or complaints about how your personal privacy is handled, please contact us. We will be happy to answer your questions and/or to provide you with the address of the governmental agency or agencies responsible for enforcing the patient privacy laws.

**IDENTITY PROTECTION:**

We are committed to protecting our patients from identity theft, including medical identity theft. To that end, we require either a Driver's License or a Passport to verify identity of all patients prior to your first appointment to be sure the person we are treating is really you.

We are also committed to complying with all federal and state laws pertaining to identity theft or "Red Flag Rules" such as those pursuant to the Fair and Accurate Credit Transactions Act of 2003. Our identity theft policies and procedures are subject to ongoing review and revision, and are part of our staff training and education

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