

Westfield Foot & Ankle Notice of Privacy Practices

We understand that your medical information is personal and we are committed to keeping this information protected. This notice applies to all records that we maintain about you that are created by the staff or facility doctor. Federal law requires us to keep your medical information private, give you this notice of our legal duties and privacy practices, and follow the terms of this notice.

We may change our privacy policies at any given time. Before we would make any changes to our policies we would change our notice and make it available thru the office and on our website at www.westfieldfoot.com. You may receive a copy of the current privacy notice at any time. You will be asked to acknowledge your receipt, in writing, of this notice at such given time. The effective date is listed in the upper right hand corner of this notice.

How we may use and disclose your medical information:

- For treatment purposes
- To obtain payment for treatment

We may use or disclose medical information about you without written consent in certain situations. These may include: as required by law; for public health purposes; reporting abuse, neglect or domestic violence; health oversight agencies (for audits and/or investigations); law enforcement purposes; funeral directors/coroners/medical examiners; organ, eye, or tissue donation; research; serious threats to health or safety; essential government functions; and workers' compensation. In any other situations not listed in this notice we will ask for written consent to use or disclose your medical information. Your consent may be revoked at any time with a written notice from you. There will be charges incurred for the request of medical records, which will include fees for copying/printing and postage.

We may also contact you for appointment reminders or to inform you of possible treatment options or other health related services that may be of interest to you.

You have a right to access your medical records, this right can be denied if the health care professional believes access to these records could cause harm to the individual or another. In such a case the individual does have the right to have the records reviewed by another health care professional for a second opinion. If you believe your records are inaccurate you have the right to request, in writing and with reason for the request, that the records be corrected. This request can be denied if the record was not created by us or if we determine the record is accurate. Individuals also have the right to know where we have disclosed health information about you; other than for the reasons listed above where we do not need written consent to release such records.

If you have any concerns that your privacy rights may have been violated or you disagree with a decision we have made you may contact the office's privacy officer Leah Sullivan at 896-6655. You may also send written complaints to the Secretary of Health and Human Services.