



**GRAND VALLEY**  
**Foot AND Ankle Center, P.C.**  
**SUMMARY OF NOTICE OF PRIVACY PRACTICES**

This summary is provided to assist you in understanding the attached Notice of Privacy Practices

The attached Notice of Privacy Practices contains a detailed description of how office will protect your health information, your rights as a patient and our common practices in dealing with patient health information. Please refer to that Notice for further information.

**Uses and Disclosures of Health Information.** We will use and disclose your health information in order to treat you or to assist other health care providers in treating you. We will also use and disclose your health information in order to obtain payment for your services or to allow insurance companies to process insurance claims for services rendered to you by us or other health care providers. Finally, we may disclose your health information for certain limited operational activities such as quality assessment, licensing, accreditation and training of students.

**Uses and Disclosures Based on Your Authorization.** Except as stated in more detail in the Notice of Privacy Practices, we will not use or disclose your health information without your written authorization.

**Uses and Disclosures Not Requiring Your Authorization.** In the following circumstances, we may disclose your health information without your written authorization:

- To family members or close friends who are involved in your health care:
- For certain limited research purposes:
- For purposes of public health and safety:
- To Government agencies and Insurances for purposes of their audits, investigations and other oversight activities:
- To government authorities to prevent child abuse or domestic violence:
- To the FDA to report product defects or incidents:
- To law enforcement authorities to protect public safety or to assist in apprehending criminal offenders:
- When required by court orders, search warrants, subpoenas and as otherwise required by the law.

**Patients' Rights.** As our patient, you have the following rights:

- To have access to and/or a copy of your health information:
- To receive an accounting of certain disclosures we have made of your health information:
- To request restrictions as to how your health information is used or disclosed:
- To request that we communicate with you in confidence:
- To request that we amend your health information:
- To receive notice of our privacy practices:

**Prescription Drug Monitoring Program.** By law any controlled substances that are prescribed to you as a patient will be entered into the prescription drug monitoring program (PDMP). This information may be queried by only authorized individuals. Law-enforcement, with a court order or subpoena may review a practitioner's history of prescribing. PDMP data is now considered a medical record and follows the same rules for releasing and sharing of health information as other parts of a patient's medical records.

**Video and/or Audio Recording in our office or waiting room is strictly forbidden.** Patients and Staff are forbidden to record Audio or Video within our facility.

- Pictures will be taken of patients for identification and to prevent fraudulent insurance claims, this picture will be entered into the electronic medical records and only used for this purpose.
- Pictures taken by staff of wounds/pre and post op to be included in the chart as such and will only be used for medical/Insurance purposes.

If you have a question, concern or complaint regarding our privacy practices, please contact our office for details.