



New Jersey Foot and Ankle Specialists, LLC

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*Diplomate, American Board of Podiatric Medicine
Diplomate, American Board of Multiple Specialties in Podiatry
Board Certified, Primary Care in Podiatric Medicine
Board Certified, Limb Salvage and Preservation*

Notice of personal health information practices **(Privacy notice)**

This notice describes how information about you may be used and disclosed and how you can get access to this information when necessary. Please review it carefully.

Introduction:

At New Jersey Foot and Ankle Specialists LLC, we are committed to treat your personal information with the utmost respect. This form describes how we process your personal information and your rights relating to this information. This notice is effective September 1, 2003, and applies to all protected health information as defined by federal regulations.

Understanding Your Health Record Information:

Each time you visit New Jersey Foot and Ankle Specialist LLC, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnosis, treatment, and a plan for future care or treatment. This information, often referred to as your medical record serves as: A BASIS FOR PLANNING YOUR TREATMENT, MEANS OF COMMUNICATION AMONG OTHER HEALTH PROFESSIONALS, A LEGAL DOCUMENT DESCRIBING THE CARE, A MEANS BY WHICH YOU OR A THIRD PARTY PAYER CAN VERIFY THAT SERVICES WERE PROVIDED, A TOOL IN EDUCATION OF HEALTH PROFESSIONALS, A SOURCE OF DATA FOR MEDICAL RESEARCH, A SOURCE OF INFORMATION FOR PUBLIC HEALTH OFFICIALS SOURCE OF DATA FOR OUR MARKETING, A TOOL WHICH CAN BE USED TO IMPROVE OUR CARE AND OUTCOMES.

Your Health Information Rights:

You have the right to: INSPECT AND COPY YOUR HEALTH RECORD, AMEND YOUR HEALTH RECORD, OBTAIN AN ACCOUNT OF DISCLOSURES OF YOUR HEALTH INFORMATION, REQUEST A RESTRICTION ON CERTAIN USES AND DISCLOSURES OF YOUR INFORMATION, AND REVOKE YOUR AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION EXCEPT TO THE EXTENT THAT ACTION HAS ALREADY BEEN TAKEN

Our Responsibilities:

New Jersey Foot and Ankle Specialist LLC, is required to: MAINTAIN THE PRIVACY OF YOUR HEALTH INFORMATION, PROVIDE YOU WITH THIS NOTICE AS TO OUR LEGAL DUTIES AND PRIVACY PRACTICES WITH RESPECT TO INFORMATION WE COLLECT AND MAINTAIN ABOUT YOU, ABIDE BY THE TERMS OF THIS NOTICE, NOTIFY YOU IF WE ARE UNABLE TO AGREE TO A REQUESTED RESTRICTION.

We reserve the right to change our practices and make new provisions effective for all protected health information we maintain. Should our process change, we will notify you via mail. We will not disclose or use your health information without your authorization, except as described in this notice. We will also discontinue using or disclosing your health information after we have received your written revocation of the authorization according to the procedures included in this authorization

FOR MORE INFORMATION OR TO REPORT A PROBLEM: CALL 973-944-0226

Tel: 973-944-0226

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*Specializing in Wound
Healing, Limb
Preservation and
Reconstructive Surgery of
the Foot and Ankle*