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**NOTICE OF PRIVACY PRACTICES**  
**Children's Orthopaedic & Scoliosis Surgery Associates, LLP**

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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.**

Allowed Uses and Disclosures of Your Medical Information:

- Treatment – such as ordering diagnostic tests, other health care providers (ex: PCP), Pharmacy, etc.
- Payment – such as submitting billing information to your insurance company, disclosures to consumer reporting agencies (limited to specified identifying information about the individual, his or her payment history, and identifying information about the covered entity).
- Health Care Operations – such as quality assurance review, coordination of care, eligibility verification.
- Public Health Activities – such as child abuse or neglect.

In addition to the above, your medical information may be used or disclosed for emergency treatment; when we are required by law to treat you, we attempt to obtain consent, and are unable to do so; we are unable to obtain consent due to substantial communication barriers and consent for treatment is implied under the circumstances; or we created or received the information in treating an inmate.

You have a right to:

- Request restriction on certain uses and disclosures, however, we are not required to agree to any restriction.
- Receive confidential communications from us, upon written request.
- Inspect and request copies of your medical information.
- Request to amend incorrect or incomplete medical information.
- Receive an accounting of any disclosures made, upon written request.
- Receive a paper copy of the notice upon request or review our entire policy.

We are responsible for:

- Maintaining the privacy of your medical information.
- Providing you this notice and obtaining written acknowledgement.
- Abiding by the terms of this notice.
- Providing written notice of any change to this notice.

Complaints:

You may complain to us or to the Health & Human Services secretary if you believe that your privacy has been violated. If you wish to file a complaint with us, please provide the office manager with written notice of how you believe we violated your privacy. All notices received will be investigated and reviewed by a physician. We will respond to all notices within two (2) weeks of receipt, and we will not retaliate for any allegations you make. We have a form you can request to fill out.

Authorizations:

Upon your authorization, we may disclose your medical information to a requesting entity, such as an attorney, another insurance company (applying for life insurance), or a relative. You may revoke any authorization you make at any time, except to the extent that it was already relied on.

Patient contact:

We need to contact you to provide test results, appointment reminders, treatment information, or for patient satisfaction surveys. Our appointment reminders are done by telephone from a computer system. If you want to request alternative or confidential communication, please ask to speak with the privacy officer.

To obtain information, contact: Administrator at (727) 898-2663 Or Tampa Office Manager (813) 879-2663.

Patient and practice both receives a copy  
Practice copy is to be filled in patient's chart

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## Consent for Purposes of Payment and Healthcare Operations

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I consent to the use or disclosure of my protected health information by Children's Orthopaedic and Scoliosis Surgery Associates, LLP for the purpose of diagnosing or providing treatment to me, obtaining payment for my health care bills or to conduct health care operations of Children's Orthopaedic and Scoliosis Surgery Associates, LLP. I understand that diagnosis or treatment of me by **Dr. Neustadt, Beck, Hahn, Warnick, and/or Dr. Benfanti** may be conditioned upon my consent as evidenced by my signature on this document.

I understand I have the right to request a restriction as to how my protected health information is used or disclosed to carry out treatment, payment or healthcare operations of the practice. Children's Orthopaedic and Scoliosis Surgery Associates, LLP is not required to agree to the restrictions that I may request. However, if **Dr. Neustadt, Beck, Hahn, Warnick, and/or Dr. Benfanti** agrees to a restriction that I request, the restriction is binding on Children's Orthopaedic and Scoliosis Surgery Associates, LLP and Dr. Neustadt, Beck, Hahn, Warnick, and/or Dr. Benfanti. We require a written request, and have a form for this purpose.

I have the right to revoke this consent, in writing, at any time, except to the extent that **Dr. Neustadt, Beck, Hahn, Warnick, and/or Dr. Benfanti** or Children's Orthopaedic and Scoliosis Surgery Associates, LLP has taken action in reliance on this consent.

My "protected health information" (PHI) means health information, including my demographic information, collected from me and created or received by my physician, another health care provider, a health plan, my employer or a health care clearinghouse. This protected health information relates to my past, present or future physical or mental health or condition and identifies me, or there is a reasonable basis to believe the information may identify me.

I understand I have a right to review Children's Orthopaedic and Scoliosis Surgery Associates, LLP, Notice of Privacy Practices (NPP) prior to signing this document. **Dr. Neustadt, Beck, Hahn, Warnick, and/or Dr. Benfanti's** Notice of Privacy Practices has been provided to me. The Notice of Privacy Practices describes the types of uses and disclosures of my protected health information that will occur in my treatment, payment of my bills or in the performance of health care operations of the Children's Orthopaedic and Scoliosis Surgery Associates, LLP.

The Notice of Privacy Practices for Children's Orthopaedic and Scoliosis Surgery Associates, LLP is also provided in the lobby and on our website at [www.chortho.com](http://www.chortho.com) under the forms tab. This Notice of Privacy Practices also describes my rights and the Children's Orthopaedic and Scoliosis Surgery Associates, LLP duties with respect to my protected health information.

Children's Orthopaedic and Scoliosis Surgery Associates, LLP reserves the right to change the privacy practices that are described in the Notice of Privacy Practices. I may obtain a revised notice of privacy practices by accessing the Children's Orthopaedic and Scoliosis Surgery Associates, LLP website, calling the office and requesting a revised copy be sent in the mail or asking for one at the time of my next appointment. I acknowledge I have received a copy of the Notice of Privacy Practices.

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Signature of Patient or Personal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Patient or Personal Representative

Parent or Personal Representative  
refused to sign acknowledgement

\_\_\_\_\_  
Staff Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Description of Personal Rep's Authority

Patient and practice both receives a copy  
Practice copy is to be filled in patient's chart