



Connecticut Brace and Limb
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HIPPA Privacy Practices

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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.

- I. **Introduction.** Federal and state law provides you with certain basic rights and protections in connection with the medical information we maintain about you. Connecticut Brace and Limb (CTBL) is required by law to maintain the privacy of your medical information and to provide you with notice of its legal duties and privacy practice with respect to your medical information. This notice summarizes your rights and CTBL's duties with respect to your medical information. It also describes how CTBL personnel may use and disclose your medical information. Finally, it describes the complaint process for you to follow if you believe your privacy rights have been violated. If you have any questions about this notice or your rights relating to your medical information, please contact the Privacy Officer at CTBL.
- II. **Your Rights Regarding Medical Information About You.** You have the following rights regarding medical information we maintain about you.
 - a. **Right to Inspect and copy.** You have the right to inspect and copy medical information about you. Usually, this includes medical and billing records, but does not include psychotherapy notes. To inspect and copy medical information about you, you must submit your request in writing to the Privacy Office at Connecticut Brace and Limb. If you request a copy of your medical information, we may charge a fee for the cost of copying, mailing and other supplies associated with your request. We may deny all or part of your request to inspect and copy your medical information in certain and very limited circumstances. If you are denied access to your medical information, you may, under certain circumstances, request that such denials be reviewed. Any such review will be conducted by a licensed health care professional chosen by CTBL; however, the person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.
 - b. **Right to Amend.** If you feel that any of the medical information we have about you is incorrect or incomplete, you may ask us to amend such information. You have the right to request an amendment for as long as the information is kept by or for us. To request an amendment, your request must be made in writing and submitted to the Privacy Officer at Connecticut Brace and Limb. In addition, you must provide a reason that supports your request. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that: Was not created by us, unless the person or entity that created the information is no longer available to make the amendment; Is not part of the medical information kept by or for CTBL, is not part of the information which you would be permitted to inspect or copy; or is accurate and complete. If we deny the requested amendment, you have the right to submit a written statement disagreeing with the denial or, alternatively, you may request CTBL Orthopedic Prosthetics and Orthotics to provide your request for amendment and the denial with any future disclosures of the information.
 - c. **Right to an Accounting of Disclosure.** You have the right to receive an accounting of certain disclosure of your medical information made by us in the six years prior to the date on which the accounting is requested, starting from April 14, 2013 (the compliance date of the HIPAA Privacy Standards). Such rights to accounting, however, does not extend to disclosures made to you, pursuant to an authorization, incident to a use of disclosure otherwise permitted or required for treatment, payment and health care operations for the patient directory, to family members or friends involved in your care,

for notification purposes, for national security or intelligence purposes, to correctional institutes or law enforcement officials in custodial situations, or as part of a limited data set in accordance with applicable law. To request an accounting of disclosures to which you are entitled, you must submit your request in writing to the Privacy Officer at Connecticut Brace and Limb. Your request must state a time period which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list your request with any consecutive 12 months associated with providing the list. If we intend to charge a fee, we will notify you of the estimated cost involved and will give you an opportunity to withdraw or modify your request before any costs are incurred.

- d. **Right to Request Restrictions.** You have the right to request restrictions or limitation on the medical information we use or disclose about your treatment, payment or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care, the payment for your care, like a family member or friend. For example, you could ask that we not use or disclose information to a relative about a surgery you had. Although we are not required to agree to your request, if we do agree, we will comply with our request unless the information is needed to provide you emergency treatment. A restriction agreed to by Connecticut Brace and Limb, is not effective to prevent uses or disclosures permitted or required under Section IIA below (excluding treatment, payment and health care operation). Your request, you should tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure to your spouse, or relative, etc.
- e. **Right to Request Confidential Communication.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. Any such request must be made in writing to the Privacy Officer at Connecticut Brace and Limb, and must specify how or where you wish to be contacted. We will not ask you the reason for your request and will accommodate all reasonable requests.
- f. **Right to Receive a copy of This Notice.** You have the right to receive a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

III. Use and Disclosure of Your Medical Information

(Note: with respect to the description regarding uses and disclosures, note the following (1) each of the purposes described below must include sufficient detail to place the individual on notice of the uses and disclosures that are permitted or required by the HIPAA Privacy Standards and other applicable laws; (2) if a use of disclosure for any purpose described below is prohibited or materially limited by other applicable law the description of such use or disclosure must reflect the more stringent law. For additional information regarding whether other laws are more stringent, see Chapter VB of the HIPAA Privacy Manual- Privacy Officer's Supplement)

- a. **Uses and Disclosure of Medical Information That Do Not Require Your Consent or Authorization.** Following are examples of the types of uses and disclosure of your protected medical information that Connecticut Brace and Limb is permitted or required by law to make without your consent or authorization.
 - i. **Treatment.** To provide you with medical treatment or services, we may need to use or disclose information about you to doctors, nurses, technicians, medical students or other Connecticut Brace and Limb personnel who are involved in your treatment. For example, a doctor may need to know what drugs you are allergic to before prescribing medication. Departments with Connecticut Brace and Limb may share HIPAA medical information about you to coordinate your care. For instance, the laboratory may request information to complete lab work. We may also disclose medical information about you to people who may be involved in your medical care after you leave Connecticut Brace and Limb, such as home health agencies, your family and clergy members.

- ii. **Payment.** We may use and disclose your medical information for Connecticut Brace and Limb to bill and receive payment for the treatment that you received here. For example, we may use or disclose your medical information to your insurance company will cover it.
- iii. **Health Care Operations:** We may use and disclose medical information about you for our internal operations. These include uses and disclosures that are necessary to run Connecticut Brace and Limb and make sure that our patients receive quality care. For example, we may use or disclose medical information about you to evaluate our staff's performance in caring for you. Medical Information about you and other patients may also be combined to allow us to evaluate whether we should offer additional services or discontinue other services and whether certain treatments are effective. We may also compare this information with other health care providers to evaluate whether we can make improvements in the care and services that we offer. To best protect your privacy we are combining medical information, we will remove information that identifies you.
- iv. **Required by Law:** We may use or disclose your medical information to the extent that the use of disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law.
- v. **Public Health:** We may disclose your protected medical information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information for the purposes of preventing or controlling disease, injury or disability (e.g., reporting of disease, injury, vital elements such as birth or death, public health surveillance or investigations, etc.) We may also use or disclose your medical information, if directed by the public health authority, to an official of a foreign government agency that is collaborating with the public health authority.
- vi. **Food and Drug Administration:** We may disclose your medical information to a person/company subject to the jurisdiction of the U.S. Food and Drug Administration (FDA) with respect to a FDA regulated product or activity for which that person/company has responsibility, for the purpose of the activities related to the quality, safety or effectiveness of such product or activity. Such purposes include to collect or report adverse events, product defects or problems or biologic product deviation, to track FDA-regulated products; to enable product recalls, repairs or replacement, or look back (including locating and notify individuals who have received such products); or to conduct post marketing surveillance.
- vii. **Communicable Diseases:** We may disclose your medical information, if authorized by law to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition. Abuse or Neglect: We may disclose your medical information to a public health authority this authorized by law to receive report of child abuse or neglect. In addition we may disclose your medical information if we believe that you have been a victim of abuse, neglect or domestic violence to the governmental entity or agency authorize to receive such information. In this case the disclosure will be made consistent with the requirements of applicable federal and state laws.
- viii. **Health Oversight:** We may disclose medical information to a health oversight agency for activities authorized by law, such as audits, investigation and inspection. Oversight Agencies seeking this information including government agencies that oversee the health care system, government benefits programs, other government regulatory programs and civil rights laws.
- ix. **Judicial and Administrative Proceeding:** We may disclose your medical information in the course of a judicial or administrative proceeding in response to an order of a court or administrative tribunal, We may also disclose your medical information in response to a subpoenas, discover request, or other lawful process, but only if reasonable efforts have been made to notify you of the request or to obtain a protective order limiting the use of the information to the litigation proceeding for which it was requested.

- x. **Law Enforcement:** We may also disclose medical information so long as applicable legal requirements are met, for law enforcement purposes. These law enforcement purposes include (1) legal processes as otherwise required by law, (2) limited information request for identification and location purposes, (3) pertaining to victims of crime, (4) suspicion that death has occurred as a result of criminal conduct (5) in the event that a crime occurs on the premises of CTBL and it is likely that a crime has occurred.
- xi. **Serious Threat to Health or Safety:** Consistent with applicable federal and state laws, we may disclose your medical information, if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. We may also disclose medical information if it is necessary or law enforcement authorities to identify or apprehend an individual because of a statement by the individual admitting participation in a violent crime that Connecticut Brace and Limb reasonably believe may have caused serious physical harm to the victim or where it appears from all circumstance that the individual has escaped from a corrections institution or from lawful custody.
- xii. **Military Activity and National Security:** When the appropriate conditions apply, we may use or disclose medical information of individuals who are Armed Forces personnel (1) for activities deemed necessary by appropriate military command authorities (2) for the purpose of a determination by the Department of Veteran Affairs of your eligibility for benefits, or (3) to foreign military authority if you are a member of that foreign military services. We may also disclose your medical information to authorized federal officials for conducting national security and intelligence activities, including the provision of protective services to the President or other legally authorized.
- xiii. **Workers Compensation:** Your medical information may be disclosed by us as authorized to comply with workers' compensation laws and other similar legally established programs.
Inmates: If you are an inmate of a correctional institution or under the custody of a law enforcement officials, we may release medical information about you to the correctional institution or law enforcement officials. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution. Required Uses and Disclosures: Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of the law and regulations.
- xiv. **Appointment Reminders:** We may use and disclose medical information to contact you as a reminder that you have an appointment for treatment or medical care at CTBL.
- xv. **Treatment Alternatives:** We may use and disclose medical information to tell you about or recommend possible treatment options or alternative that may be of interest to you. Health Related Benefits and Services: We may use and disclose medical information to tell you about health related benefits or services that may be of interest to you.
- b. **Uses and Disclosures to which you have the opportunity to object:** We may use or disclose your medical information for any of the purposes described in this section unless you affirmatively object to or otherwise restrict a particular release. Please direct any written objections or restrictions to the Privacy Officer at Connecticut Brace and Limb.
 - i. **Others Involved in your Healthcare:** Unless you object, we may disclose to a member of your family, a relative, a close friend or any other person you identify, medical information that directly relates to that person's involvement in your health care. If you are unable to agree or to object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment. We may use or disclose medical information to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care of your location, general condition or death.

- ii. **Disaster Relief:** We may use the disclosed medical information to an authorized public or private entity to assist in disaster relief efforts and to coordinate uses and disclosure to family or other individuals involved in your health care.
 - c. **Uses and disclosures of Medical Information That Require Your Authorization:** Other uses and disclosures of your medical information not covered by the proceeding categories will be made only with our written authorization. You may revoke this authorization at any time, in writing, except to the extent that Connecticut Brace and Limb
- IV. **Changes to This notice** – We are required to abide by the terms of this notice which is currently in effect. However, we reserve the right to change this notice at any time. In addition, we reserve, the right to make the revised or changed notice effective for the medial information we already have about you as well as any information we receive in the future. We will post a copy of the current notice at ctbraceandlimb.com. The notice will contain on the first page, the effective date. In addition, each time you register at or receive services at CTBL, we will offer you a copy of the then current notice in effect.
- V. **Complaints:** If you believe your privacy right have been violated, you may file a complaint with us or the Secretary of the Department of Health and Human Services. To file a complaint with us, contact the Privacy Officer at Connecticut Brace and Limb All complaints must be submitted in writing. You will not be penalized for filing a complaint.
- VI. **Contact Information:** Questions, comments and request regarding the matters described in this notice should be directed to the following Title: Jessica Wilson, Privacy Officer.