



## FASTBRACES NOTICE OF PRIVACY PRACTICES

**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.**

### Protecting your privacy

**Protecting your privacy and your medical information at our office, over the phone, fax or the internet is at the core of our business. We recognize our obligation to keep your information secure and confidential whether on paper or the internet. It is one of our highest priorities. Our employees access information about you only when necessary to provide treatment, verify eligibility, obtain authorization and otherwise meet your needs. We may also access information about you when considering a request from you or when exercising our rights under the law or any agreement with you. We safeguard information during all business practices according to established security standards and procedures, and we continually assess new technology for protecting information. Our employees are trained to understand and comply with these information principles.**

**Keeping your health information accurate and up-to-date is very important. If you believe the health information we have about you is incomplete, inaccurate or not current, please call or write us at the telephone numbers or addresses listed below. We take appropriate action to correct any erroneous information as quickly as possible through a standard set of practices and procedures. We limit who receives information and what type of information is shared.**

- *We share information within our company to deliver you the health care services and the related information and education programs specified in your plan.*
- *To help us offer you our services, we may share information with companies that work for us, such as claim processing and mailing companies and companies that deliver health education and information directly to you. These companies act on our behalf and are obligated contractually to keep the information that we provide them confidential.*
- *Patient-specific personally identifiable data is released only when required to provide a service for you and only to those with a need to know, or with your consent. Data is released with the condition that the person receiving the data will not release it further, unless you give permission.*

**If we receive a subpoena or similar legal process demanding release of any information about you, we will attempt to notify you (unless we are prohibited from doing so). Except as required by law or as described above, we do not share information with other parties, including government agencies. The practice does not share any customer information with third-party marketers who offer their products and services to our patients.**

Thank you.