



**NORTH FLORIDA SPORTS MEDICINE  
& ORTHOPAEDIC CENTER**

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**PETER E. LOEB, MD, FAAOS, CIME**

*Board-Certified Orthopaedic Surgeon*

Orthopaedic Sports Medicine  
Minimally Invasive Surgery of the Shoulder, Elbow, Hip,  
Knee and Ankle  
Arthroscopic Surgery  
Reconstructive Hip, Knee and Shoulder Surgery  
General Orthopaedic Surgery  
Independent Medical Examinations

**R. SPENCER STOETZEL, MD, FAAOS, CIME**

*Board-Certified Orthopaedic Surgeon*

Spine Surgery  
Joint Replacement/Arthritis Surgery  
General Orthopaedic/Hand Surgery  
Independent Medical Examinations

**TIMOTHY L. FRERICH, MD**

Foot and Ankle Surgery  
Minimally Invasive Surgery of the Ankle, Knee and Shoulder  
Orthopaedic Sports Medicine  
Arthroscopic Surgery  
General Orthopaedic Surgery

## **NOTICE OF PRIVACY PRACTICES**

### **UNDERSTANDING YOUR HEALTH RECORD INFORMATION:**

Each time you visit a hospital, physician, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a basis for planning your care and treatment means. It is the communication among the many health professionals who contribute to your care. It is also a legal document describing the care you received and is the means by which you or a third-party payer can verify that services billed were actually provided. Your records can also be a tool in educating health professionals and a source of data for medical research. It can also be a source of information for public health officials charged with improving the health of the nation, a source of data for facility planning and marketing a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve. Understanding what is in your record and how your health information is used helps you to ensure its accuracy, to better understand who, what, when, where, and why other may access your health information, and make more informed decisions when authorizing disclosure to others.

### **YOUR HEALTH INFORMATION RIGHTS:**

Although your health record is the physical property of the healthcare practitioner or facility that compiled it, the information belongs to you. You have the right to request a restriction on certain uses and disclosures of your information. This includes the right to obtain a paper copy of the notice of privacy practices upon request. You have the right to inspect and obtain a copy of your health record. You have the right to obtain an accounting of disclosures of your health information. You have the right to request communications of your health information by alternative means or at alternative locations. You may also revoke your authorization to use or disclose health information except to the extent that action has already been taken.

### **OUR RESPONSIBILITIES:**

This practice is required to maintain the privacy of your health information, provide you with a 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 requested restriction, and to accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations. We reserve the right to change our practices and to make new provisions effective for all protected health information without your authorization, except as described in this notice.

### **FOR MORE INFORMATION OR TO REPORT A PROBLEM:**

If you have question or would like additional information, you may contact the Director of Health Information management at **(850) 878-2549**. If you believe your privacy rights have been violated, you can file a complaint with the Director of Health Information or with the Secretary of Health and Human Services. There will be no retaliation for filing a complaint.