



Notice of Privacy Practices (HIPAA)

Instant Orthopedic Care

At Instant Orthopedic Care, we are committed to protecting the privacy and confidentiality of your health information. This Notice of Privacy Practices explains how we may use and disclose your protected health information (PHI), your rights regarding your medical information, and our responsibilities under the Health Insurance Portability and Accountability Act (HIPAA) and applicable state laws.

Our Commitment to Your Privacy

We understand that your health information is personal. We are committed to maintaining the privacy of your medical records and using or disclosing your information only as permitted by law.

We are required by law to:

- Protect the privacy of your protected health information (PHI).
- Provide you with this Notice of Privacy Practices.
- Follow the terms of this notice currently in effect.
- Notify you if a breach occurs that may have compromised the privacy or security of your health information.

How We May Use and Disclose Your Health Information

We may use or disclose your health information for the following purposes without your written authorization:

Treatment

To provide, coordinate, and manage your healthcare. This may include sharing information with physicians, specialists, imaging facilities, pharmacies, physical therapists, or other healthcare providers involved in your care.

Payment

To bill and collect payment from your insurance company, Medicare, Medicaid, workers' compensation carrier, or other responsible parties for services or durable medical equipment provided.

Healthcare Operations

To support our business operations, including:

- Quality improvement activities
- Performance improvement
- Staff education and training
- Accreditation
- Licensing
- Compliance reviews
- Audits
- Customer service

Required by Law

We may disclose your information when required by federal, state, or local law.

Public Health & Safety

We may disclose information for public health reporting, disease prevention, abuse or neglect reporting, product recalls, or other situations authorized by law.

Law Enforcement

We may disclose information in response to court orders, subpoenas, or other lawful requests as permitted by law.

Workers' Compensation

We may disclose information necessary to comply with workers' compensation laws and similar programs.

Uses That Require Your Authorization

Except as described above, we will obtain your written authorization before:

- Releasing medical information to individuals not involved in your care.
- Using your information for marketing purposes where authorization is required.
- Selling your protected health information.
- Any other disclosure not otherwise permitted by law.

You may revoke your authorization at any time in writing unless we have already acted upon it.

Your Rights

You have the right to:

- **Access Your Records:** Request to inspect or obtain a copy of your medical records, subject to applicable laws.
- **Request Corrections:** Request an amendment if you believe your health information is inaccurate or incomplete.
- **Request Restrictions:** Request restrictions on certain uses or disclosures of your health information. While we will consider all requests, we are not required to agree to every restriction.
- **Request Confidential Communications:** Request that we communicate with you in a specific manner or at a specific location whenever reasonably possible.
- **Receive a Copy of This Notice:** Receive a paper or electronic copy of this Notice of Privacy Practices at any time.
- **Receive an Accounting of Disclosures :**Request a list of certain disclosures we have made of your protected health information as permitted by law.
- **File a Privacy Complaint:** If you believe your privacy rights have been violated, you may file a complaint with us or with the U.S. Department of Health and Human Services. Filing a complaint will not affect your care or result in retaliation.

Our Responsibilities

Instant Orthopedic Care is committed to safeguarding your protected health information through administrative, physical, and technical safeguards designed to protect against unauthorized access, use, or disclosure.

We continually review our privacy practices to ensure compliance with federal and state privacy regulations.

Changes to This Notice

We reserve the right to revise this Notice of Privacy Practices at any time. Any revised notice will apply to all protected health information maintained by our practice and will be made available on our website and upon request.

Questions or Privacy Concerns

If you have questions regarding this Notice or believe your privacy rights have been violated, please contact us.

Privacy Officer

Instant Orthopedic Care

75 E. 12300 S., Suite 100
Draper, UT 84020

Phone: (385) 386-7026

Email: info@instantorthocare.com

Website: www.instantorthocare.com

Filing a Complaint

You may also file a complaint with:

U.S. Department of Health and Human Services

Office for Civil Rights (OCR)

Complaint information is available at:

<https://www.hhs.gov/ocr/privacy/hipaa/complaints/>

Durable medical equipment (DME) furnished through Instant Orthopedic Care is supplied by Instant Ortho Supply, LLC, an affiliated organization committed to meeting all applicable CMS and ACHC quality standards.