



## **NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT**

Please acknowledge your receipt of this Notice of Privacy Practices from Elite Foot & Ankle by completing the requested information below. Please sign it and return this form to your physician.

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Patient Name (please print)

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Signature of Patient or Patient Representative

Date

**Elite Foot & Ankle  
4425 Plano Parkway; BLDG 17; Suite 1702  
Carrollton, Texas 75010  
T: 214-710-1028  
F: 214-710-1029**

## **ELITE FOOT & ANKLE 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 is at the core of our business. We recognize our obligation to keep your information secure and confidential whether on paper or the internet. At Elite Foot & Ankle, privacy is one of our highest priorities.

### **Keeping your information**

Keeping the medical and health information we have about you secure is one of our most important responsibilities. We value your trust and will handle your information with care. Our employees access information about you only when necessary to provide treatment, verify eligibility, obtain authorization, process claims 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.

### **Using information to meet your needs**

In the course of doing business, we collect and use various types of information such as name, address, and claims information. We use this information to provide service to you, to process your claims, and to bring your health information that might be of interest to you.

### **Keeping information accurate**

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 number listed below. We appropriate action to correct any erroneous information as quickly as possible through a standard set of practices and procedures.

## **How- and Why- information is shared**

We limit who receives information and what type of information is shared.

- Sharing information within *Elite Foot & Ankle*.

We share information within our company to deliver the healthcare services and related information / educational programs specified in your plan.

- Sharing information with companies that work for us.

To help us offer you our services, we may share information with companies that work for us such as those involved in electronic medical records, claims processing, 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 confidential.

- Other.

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 to do so.

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.

**ELITE FOOT & ANKLE** does not share any customer information with third party marketers who offer their products and services to patients.

## **Counting on our commitment to your privacy**

You can count on us to keep you informed about how we protect your privacy and limit the sharing of information you provide to us--whether it is at our office, over the phone, or through the internet.

**ELITE FOOT & ANKLE**

**214-710-1028**