



Christopher W. Hubbard, DPM

Joshua R. Cogger, DPM

Samual P. Gracey, DPM

Westport Plaza  
9407 Westport Rd., Ste. 110  
Louisville, KY 40241  
502.797.3338 (O)  
502.919.7710 (F)

Jewish Medical Center South  
1905 W. Hebron Ln., Ste. 204  
Shepherdsville, KY 40165  
502.797.3338 (O)  
502.957.1731 (F)

## Notice of Privacy Practices

You have the right to:

- Get a copy of your paper or electronic medical record.
- Request corrections to your medical record.
- Request confidential communication.
- Ask us to limit the information we share.
- Get a list of those with whom we've shared your information.
- Get a copy of this privacy notice.
- Choose someone to make medical decisions on your behalf.
- File a complaint if you believe your privacy rights have been violated.

You have some choices in the way we use and share information as we:

- May need to tell designated family/guardians/friends about your condition.
- Contact you or designated family/guardians/friends regarding appointments.

We may use and share your information as we:

- Treat you.
- Run our practice.
- Bill for your services.
- Help with public health and safety issues.
- Do research.
- Comply with the law.
- Make referrals or outside appointments for you.
- Respond to record requests from your other physicians.
- Address worker's compensation, law enforcement, automobile claim, disability claims, or other government requests.
- Respond to lawsuits and legal actions.

## YOUR RIGHTS

**Get an electronic or paper copy of your medical record.** You can ask to see or obtain an electronic/paper copy of your medical record and other health information we have about you. Ask us how to do this. We will provide a copy or a summary of your health information, usually within 30 days of your request. You are entitled to one (1) FREE copy of your entire record. After you have obtained this free copy, we will charge a reasonable, cost-based fee. Please note that if you have obtained access to our CareCloud Patient Portal, you always have access to your electronic medical records for free.

**Request corrections to your medical record.** If you feel that any information contained in your medical record is incorrect or incomplete, you may request that it be corrected. We may say "no" to your request after review, but it will be documented and explained to you why your request is denied.

**Request confidential communication.** You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a specific address. We will comply with all reasonable requests.

**Ask us to limit the information we share.** You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care. If you pay for a service or health care item out-of-pocket in full and request that we not submit it to your health insurer for reimbursement, you can ask not to share that information for the purpose of payment or our operations with your health insurer. We will comply with your request unless a law requires us to share that information.

**Get a list of those with whom we've shared your information.** You can ask for an accounting of the times we've shared your health information for three (3) years prior to the date you ask, who we shared it with, and why. We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make.)

**Get a copy of this privacy notice.** This notice is always posted for review in our office. However, you can ask for a paper copy of this notice at any time. We will provide you a paper copy promptly.

**Choose someone to make medical decisions on your behalf.** If you have given some medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.

**File a complaint if you feel your rights are violated.** You can complain if you feel we have violated your rights by contacting our office manager, Stacy Walker or owner and head physician, Christopher Hubbard. Your complaints will be handled privately, promptly, and professionally. You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1.877.696.6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints](http://www.hhs.gov/ocr/privacy/hipaa/complaints). We will not retaliate against you for filing a complaint.

## YOUR CHOICES

**Telling others about your condition/diagnosis.** For certain health information, you can tell us your choices about what we share. If you have a clear preference with whom your condition is discussed, please mark it clearly on your HIPAA release form, which you will sign after thoroughly reviewing our privacy practices. If a situation arises that sharing your health information with another is in your best interest (for example, if you are unconscious), please note that we may do so.

**Telling others about your appointments.** When filling out your paperwork, you will have marked your contact preference. For appointments with our office we may call you to confirm or cancel, or you may receive an automated text message. If you are referred to an outside office, (for example, for MRIs, nerve studies, etc.) you will be notified by phone. Please mark clearly on your HIPAA release form how you would like this information left for you.

## OUR USES AND DISCLOSURES

**Treat you.** We can use your health information and share it with other professionals who are treating you. Example: A doctor treating you for an injury asks your primary care physician about your overall health before performing surgery.

**Run our organization.** We can use and share your health information to run our practice, improve your care, and contact you when necessary. We use your health information to manage your treatment and services.

**Bill for your services.** We can use and share your health information to bill and get payment from health plans or other entities. Your contact information may be shared with outside collection agencies if we have issues with non-payment.

**Help with public health and safety issues.** We can share health information about you for certain situations such as preventing disease, helping with product recalls, reporting adverse reactions to medications, reporting suspected abuse/neglect/domestic violence, or preventing/reducing a serious threat to anyone's health or safety.

**Do research.** We can use or share your information for health research,

**Comply with the law.** We will share information about you if state or federal law require us to do so, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy laws.

**Make referrals or outside appointments for you.** Your health information can be shared with your health insurer for precertifications/preauthorizations and other physicians in order to make referrals and appointments outside of our office. Example: One of our physicians orders an MRI of your ankle. We must call your insurance and give them your diagnosis over the phone to make sure the procedure will be covered. Then we must call the imaging center to make the appointment for you and share the same information.

**Respond to record requests from your other physicians.** You may request that we send your records to other physicians, or other physicians may request these records if we have referred you.

**Address worker's compensation, law enforcement, automobile claim, disability claims, or other government requests.** We can share your health information for worker's compensation claims, automobile claims, for law enforcement purposes or with law enforcement officials. We may also share it with health oversight agencies for activities authorized by law. For certain individuals, your information may be shared with special government functions such as the military.

**Respond to lawsuits and legal actions.** We can share your health information in response to record requests from your own personal attorney or if we receive a court/administrative order such as a subpoena.