

## HOW COMMONWEALTH ORTHOPAEDICS & REHABILITATION, PC MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU

1. **For Treatment:** We may use medical information about you to provide, coordinate and manage your treatment or services. We may disclose medical information (via mail, facsimile, or e-mail) about you to ordering doctors, and other doctors, nurses, technicians, medical students, hospitals, nursing homes, or other personnel who are involved in your care.
2. **For Payment:** We may use and disclose medical information about your treatment and services to bill and collect payment from you, your insurance company or a third party payer.
3. **Commonwealth Orthopaedics Operations:** We may need your diagnosis, treatment, and outcome information in order to improve the quality or cost of care we deliver. These quality and cost improvement activities may include evaluating the performance of your doctors, nurses, and other healthcare professionals, or examining the effectiveness of the treatment provided to you when compared to patients in similar situations.
4. **Business Associates:** From time to time, in order to carry out treatment, payment and healthcare operations, we may disclose your health information to another party, known as a “business associate”, to assist us to carry out functions and activities such as (but not limited to) legal, accounting, consulting, accreditation or financial services. We will disclose your health information pursuant to an agreement with the business associate under which the business associate will agree to use the health information only as permitted by the agreement or as permitted by law, and under which the business associate also agrees to comply with provisions of the law relating to the use of your health information.

## OTHER PERMITTED AND REQUIRED USES AND DISCLOSURES

We may use or disclose your health information in the following situations without your authorization or without providing you with an opportunity to object. These situations include:

1. As required by law. We may use and disclose health information to the following types of entities, including but not limited to:
  - a. **Food and Drug Administration** – We may be required to report your health information to authorities to help prevent or control disease, injury, or disability. This may include using your medical record to report certain diseases, injuries, birth, or death information. We may also have to report to your employer certain work-related illnesses and injuries so that your workplace can be monitored for safety.
  - b. **Public Health and Legal Authorities** charged with preventing or controlling disease, injury or disability.
  - c. **Correctional Institutions** – We may release your health information to the proper authorities so they may carry out their duties under the law.
  - d. **Workers Compensation Agents** – We may disclose your health information to the appropriate persons in order to comply with the laws related to worker’s compensation or other similar programs. These programs may provide benefits for work-related injuries or illness.

- e. **Organ and Tissue Donation Organizations** – We may disclose your health information to individuals involved with obtaining, storing or transplanting organs, eyes or tissue of cadavers for donation purposes.
  - f. **Military Command Authorities** – We may disclose your health information to individuals involved with the military, national security or intelligence activities, or if you are in the custody of law enforcement officials.
  - g. **Health Oversight Agencies** – We may disclose your health information to authorities so they can monitor, investigate, inspect, discipline or license those who work in the health care system or for government benefit programs.
  - h. **Funeral Directors, Coroners, and Medical Directors** – We may disclose your health information to coroners, medical examiners and funeral directors so they can carry out their duties related to your death, such as identifying the body, determining the cause of death, or in the case of funeral directors, to carry out funeral preparation activities.
  - i. We may disclose your protected health information to authorities that receive reports on abuse, neglect or domestic violence.
2. Law Enforcement/Legal Proceedings: We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.
  3. State-Specific Requirements
  4. To those involved with your care or payment of your care. If individuals such as family members, relatives, or close personal friends are helping care for you or helping you pay your medical bill, we may release important health information about you to those people. The information released to these individuals may include your location within our facility and your general condition. You have the right to object to such disclosure, unless you are unable to function or there is an emergency. In addition, we may release your health information to organizations authorized to handle disaster relief efforts so those who care for you can receive information about your location or health status.

**Note:** Except for the situations previously listed, any other use or disclosure of your health information requires Commonwealth Orthopaedics & Rehabilitation to obtain your written authorization. You may withdraw your authorization at any time, as long as your withdrawal is in writing.

If you feel that your privacy rights have been violated by this organization you may submit a complaint to our Privacy Officer by sending it to:

Commonwealth Orthopaedics & Rehabilitation, PC  
 11240 Waples Mill Road  
 Suite 403  
 Fairfax, VA 22030  
 Attention: Privacy Officer

The Privacy Officer can be contacted by telephone at 703-810-5200.

This Notice of Medical Information Privacy is effective April 14, 2003