

**MSK GROUP, PC D/B/A ORTHOSOUTH
NOTICE OF PRIVACY PRACTICES (“NOTICE”)**

Effective Date: Sept 1, 2021

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.** WE CARE ABOUT THE PRIVACY OF YOUR INFORMATION.

YOUR RIGHTS

- You can ask to see or get an electronic or 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 in a timely manner. We may charge a reasonable, cost-based fee.
- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this. We may say “no” to your request, but we will tell you why in writing within 60 days.
- You can ask us to contact you in a specific way (e.g., home or office phone) or to send mail to a different address. We will say “yes” to all reasonable requests.
- 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, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.
- You can ask for a list (accounting) of the times we have shared your health information for 6 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 (e.g., any you asked us to make). We will provide one accounting per year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months. To request a list, contact the Privacy Liaison at 901-259-4675.
- You can ask for a paper copy of this Notice at any time, even if you have agreed to receive the Notice electronically. We will provide you with a paper copy promptly.
- If you have given someone 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.
- You can complain to OrthoSouth’s Privacy Liaison if you feel we have violated your rights by calling 901-259-4675. 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/. We will not retaliate against you for filing a complaint.

YOUR CHOICES

- Caregivers and Family Involved in Your Care: For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, let us know. Tell us what you want us to do, and we will follow your instructions.
 - In these cases, you have both the right and choice to tell us to:
 - Share information with your family, close friends, or others involved in your care; and
 - Share information in a disaster relief situation.
 - *If you are not able to tell us your preference, for example, if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*
 - In these cases, we *never* share your information unless you give us written permission:
 - Marketing purposes;
 - Sale of your information; and
 - Most sharing of psychotherapy notes. However, OrthoSouth does not create or maintain psychotherapy notes.
- We may contact you for purposes of fundraising. You have a right to refuse to receive these communications. If you do not wish to receive information related our fundraising, contact the Privacy Liaison at 901-259-4675.

OUR USES AND DISCLOSURES

- Treatment: We can use your health information and share it with other professionals who are treating you. For example, a doctor treating you for an injury asks another doctor about your overall health condition.
- Health Care Operations: We can use and share your health information to run our practice, improve your care, and contact you when necessary. For example, we use health information about you to manage your treatment and services.
- Payment: We can use and share your health information to bill and get payment from health plans or other entities. For example, we give information about you to your health insurance plan so it will pay for your services.
- Public Health: 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, or domestic violence; or
 - Preventing or reducing a serious threat to anyone's health or safety.
- Research: We can use or share your information for health research.

- As Required By Law: We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we are complying with federal privacy law.
- Organ and Tissue Donation Requests: We can share health information about you with organ procurement organizations or other organizations engaged in obtaining, banking, or transplanting organs for the purpose of aiding organ donation and transplantation.
- Medical Examiner or Funeral Director: We can share health information with a coroner, medical examiner, or funeral director in the unfortunate event of death.
- Law Enforcement: We can use or share health information about you:
 - For law enforcement purposes or with a law enforcement official;
 - With health oversight agencies for activities authorized by law; and
 - For special government functions, such as military, national security, and presidential protective services.
- Emergency: We can share your health information if you need emergency treatment or if we are required by law to treat you, but we are unable to obtain your consent. If this happens, we will try to obtain your consent as soon as reasonably possible after we treat you.
- Legal Proceedings: We can share health information about you in response to a court or administrative order, or in response to a subpoena.

OUR RESPONSIBILITIES

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this Notice and give you a copy of it.
- We will not use or disclose your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind. For more information, *see* www.hhs.gov/oct/privacy/hipaa/understanding/consumers/noticepp.html.
- We can change the terms of this Notice and the changes will apply to all information we have about you. The new Notice will be available upon request and on our website.

This Notice applies to:

Memphis - Briarcrest

6286 Briarcrest Ave.
Memphis, TN 38120

Memphis - Primacy

1244 Primacy Parkway
Memphis, TN 38119

Germantown

2100 Exeter Road, Suite 200
Germantown, TN 38138

Southaven

7580 Clarington Cove
Southaven, MS 38671

Germantown Surgery Center

2100 Exeter Road, Suite 101
Germantown, TN 38138

**Hospitalist Division -
Memphis**

6029 Walnut Grove Road, Suite 403
Memphis, TN 38120

Memphis - Poplar

4515 Poplar Ave., Suite 206
Memphis, TN 38117

Memphis - Crosstown

1350 Concourse Ave. Suite 363
Memphis, TN 38104

Bartlett

3045 Kate Bond Road.
Bartlett, TN 38133

Hernando

2670 McIngvale Rd, Suite J
Hernando, MS 38632

Southaven Surgery Center

7580 Clarington Cove
Southaven, MS 38671

**Hospitalist Division -
Southaven**

7900 Airways Blvd., Suite B102
Southaven, MS 38671

<https://orthosouth.org/privacy-policy/>
Privacy Liaison: Adam Brewer | privacy@orthosouth.org | (901) 259-4675