



9218 Kimmer Drive  
Suite 107  
Lone Tree, CO 80124  
P- 303-471-4690  
F- 303-471-4697  
Dr. Adam P. Smith, MD

## Notice of Privacy Practices

Effective 4/9/2016

### *Your personal medical information is private*

Rocky Mountain Brain & Spine Institute understands how important your personal medical information is to you. We know you are concerned with how that information might be used, the way in which it is disclosed and how you can access that information. That is why we've put this document in your hands. It's why the "Privacy Practices" outlined here are so important and why we want to pledge our commitment to respect your medical information.

### *Your personal medical information is private*

We understand that your medical information is personal and confidential. We create a medical record of the care you receive because it's our legal obligation, but more importantly because we want to provide you with quality care. Please know we are committed to protecting your personal medical information from any use for which it wasn't intended. The law requires us to:

- Keep your medical information private.
- Notify you of our legal duties and privacy practices with respect to your medical information.
- Follow the terms of the most current notice

### *Adhering to privacy practices*

The U.S. Department of Health and Human Services sponsored the Health Insurance Portability and Accountability Act (HIPAA). If you have any questions regarding the contents of this Notice of Privacy Practices, please contact 303-471-4690, ask for the designated privacy officer. This notice describes the Rocky Mountain Brain & Spine Institute practices and that of:

- Any health care professional who treats you at any of our locations.
- All departments of our organization.
- All employees or staff of our organization.
- Any business associate or partner with whom we share health information.

Be assured that all these individuals and organizations understand that the privacy of your medical information is important, and will be following HIPAA guidelines to ensure that your information is used only as it is intended.

### *How your personal medical information can be used and disclosed*

The following is a list of ways in which your personal medical information can be used and disclosed as allowed under HIPAA provisions. Be assured that we will use your information in the most discreet manner.

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# Notice of Privacy Practices continued

## *Disclosure for health care related purposes*

We may use and disclose your medical information for health care related purposes including:

- Treatment, such as sending your medical information to a specialist as part of a referral.
- Obtaining payment for treatment, such as sending billing information to your insurance company or Medicare/ Medicaid.
- Supporting our health care operations, such as comparing patient data to improve treatment methods.
- Communicating with business partners. These business partners are required by contract and law to comply with the provisions of HIPAA and protect your rights as well.

## *Disclosure to other organizations*

Subject to certain requirements, we may share your medical information to other organizations without prior authorization for:

- Public health purposes
- Research studies
- Organ donation
- Emergencies
- Abuse or neglect reporting
- Funeral arrangements
- Worker's compensation purposes
- Health oversight audits or inspections

## *Disclosure to legal agencies*

We also disclose medical information when required by law in response to:

- Requests from law enforcement agencies in specific circumstances.
- Valid judicial or administrative orders.
- The government, if you are in the military or a veteran.
- National security and intelligence agencies/ activities.
- Protective services for the President and others.

## *Disclosure for contact with you*

We also may use your medical information for contact with you, for:

- Appointment reminders.
- Possible treatment options and alternatives.
- Health-related benefits or services that may of interest to you.

## *Disclosure for contact with you*

In any other situation not covered by this notice, we will ask for your written authorization before using or disclosing your medical information. If you choose to authorize use or disclose information you can later revoke that authorization by notifying us in writing of your decision.