

Notice of Privacy Practices

Arthritis Specialists recognizes the importance of protection all personal and nonpublic information maintained in our practice. The notice describes the kind of information maintained and ways in which that information is protected. It also describes how Arthritis Specialists uses and shares that information and what your rights are regarding that information.

- Arthritis Specialists is required by federal and state law to protect the privacy of all personal and nonpublic information collected from you.
- Arthritis Specialists collects information – name, address, date of birth, Social Security number, insurance coverage and financial authorizations for use in your personal patient records and financial transactions.
- Arthritis Specialists does not share the information collected from you, except as permitted by law.
- Arthritis Specialists is permitted by law to share your patient information in the course of providing your health care, as well as in other special circumstances. Financial authorizations are kept confidential.
- Arthritis Specialists maintains internal safeguards to protect all of your information, and any other entity with which Arthritis Specialists might share your information in order to administer health care is obligated to do the same.
- If Arthritis Specialists needs to share your information in any way other than what the law permits, it will do so only after obtaining your authorization
- If identity theft is alleged, there is an action item that is referred to by employees of Arthritis Specialists that include: advising the victim, completing an ID theft report, flagging the victims account and following all other bullets on the check list in the red flag – identity section of the HIPPA manual.

If you believe your privacy rights have been violated you may file a complaint with the HIPPA/Red Flag compliance office at Arthritis Specialists and/or with the Secretary of HHS.