

Privacy Statement

IMPORTANT! PLEASE READ THIS PRIVACY STATEMENT CAREFULLY BEFORE USING THIS SITE.

January 18, 2022

Thank you for visiting Laurelfootandanklecenter.com. Laurel Foot & Ankle Center strives to provide online resources in a safe, secure manner that respects your privacy when you visit our sites.

This privacy statement addresses the collection, use, disclosure and security of information that may be obtained by Laurel Foot & Ankle Center. In using the Laurel Foot & Ankle Center website, you agree to do so in accordance with the privacy policies of this statement.

Information collected

We collect no personal information about you when you visit Laurelfootandanklecenter.com unless you choose to provide this information to us. However, some information is collected and stored automatically.

If you do nothing during your visit but browse through the website, read pages or download information, the following information may be collected and stored automatically from your visit:

- The name of your domain; for example, “xyzcompany.com” if you use a private internet access account;
- An IP address; a number automatically assigned to your computer when you are using the internet;
- The type of browser and operating system used to access our site;
- The internet address of the website from which you linked directly to our site;
- The pages you visit within Laurelfootandanklecenter.com; and

This information is collected for statistical analysis using third-party or proprietary software programs to create summary statistics. The statistics are used for the purpose of determining what information is of most and least interest to all visitors and identifying system performance or problem areas in order to better plan future website enhancements. This information is not collected for commercial marketing purposes.

If, during your visit to Laurelfootandanklecenter.com, you voluntarily provide personally identifiable information, we will collect such information. Examples of personally identifiable information may include:

- Your name, address or phone number;
- An email address if you are communicating to us through email;
- Information you voluntarily submit to the Laurelfootandanklecenter.com for the purposes of completing or submitting an application or form online;
- Other information volunteered such as contact information, survey information or content of email.

In general, please note the information collected, whether or not personally identifiable, is not limited to text characters and may include audio, video and other graphic formats you send us. Information is retained and used in accordance with existing laws, rules, regulations, and other policies.

Use

Depending on the specific service or transaction, Laurel Foot & Ankle Center may share personally identifiable information among its agencies in order to provide such service or complete such transaction.

Public disclosure

We will not disclose any personally identifiable information collected to entities outside of Laurel Foot & Ankle Center and Maryland departments and agencies except where you have given us permission, or where the information is public information under the [Maryland Public Information Act](#) or other applicable laws. Visitors should be aware that information collected through the website may be subject to examination and inspection, if such information is a public record, or not otherwise protected from disclosure.

Cookies

Laurelfootandanklecenter.com website may occasionally use “cookies” to customize your browsing experience. Cookies are simple text files stored by your web browser and they provide a method of distinguishing among visitors to the websites. Cookies created on your computer by using our websites do not contain personally identifiable information and do not compromise your privacy

or security. You can refuse the cookie or delete the cookie file from your computer at any time by using any one of a number of widely available methods.

Security

Several tools, policies and protocols are used to safeguard the submission of information through Laurefootandanklecenter.com. Security measures have been integrated into the design, implementation and day-to-day operations of the entire operating environment as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

Laurefootandanklecenter.com uses the Secure Sockets Layer (SSL) encryption protocol to safeguard your sensitive personal information, including your credit card number. Information is encrypted from your computer to the website processing your request.

In order to further secure your privacy, do not divulge any passwords or sensitive information to anyone in a phone call or email. When you are finished with those applications that are password protected or required the input of your credit card or personal information, it is always recommended that you close or otherwise exit the browser page.

Links to other sites

Please note: Laurefootandanklecenter.com website may include links to other sites. When you link to another site, you are no longer on our site and are subject to the privacy policy of the new site. Laurel Foot & Ankle Center does not endorse, support or otherwise promote any private or commercial entity that may be reached through links on our website.

Laurel Foot & Ankle Center makes no claims, promises or guarantees about the accuracy, completeness or adequacy of the contents of this website and expressly disclaim liability for errors and omissions in the contents of this website. No warranty of any kind, implied, expressed or statutory — including but not limited to opinions or statements made by third parties, information provided by individuals other than the website operator — is given with respect to the contents of this website or its hyperlinks to other internet resources.

Email

Email is not a secure form of transmission. As such, Lauretfootandanklecenter.com does not recommend that you submit sensitive or personally identifiable information via email. If you choose to provide us with personal information in an email, we may use the email and the information contained within it to improve our service to you or to respond to your request. Sometimes, we may forward your email to other Laurel Foot & Ankle Center employees who may be better able to help you, and this staff may be employed by a different department within Laurel Foot & Ankle Center. Except for authorized law enforcement investigations or as required by law, we do not share our email with any other organizations outside of the City of Laurel, MD.

Changes to this privacy statement

Revisions to this privacy statement will be posted to this location so that you will know the type of information we collect and how that information is used. We will also post the last date of revision at the top of this page.

Our goal is to provide a private, efficient and friendly digital government experience. If you have comments or questions regarding privacy at lauretfootandanklecenter.com, please contact us at contact@lauretfootandanklecenter.com.

HIPPA Privacy Policy Laurel Foot & Ankle Center

This notice describes how Laurel Foot & Ankle Center may use and disclose your healthcare information and how you can obtain access to this information. Please review it carefully.

Laurel Foot & Ankle Center is required by law to maintain the privacy of your protected health information. This information consists of all records related to your health, including demographic information, either created by Laurel Foot & Ankle Center or received by Laurel Foot & Ankle Center from other healthcare providers.

We are required to provide you with notice of our legal duties and privacy practices with respect to your protected health information. These legal duties and privacy practices are described in this Notice. Laurel Foot & Ankle Center will abide by the terms of this Notice, or the Notice currently in effect at the time of the use or disclosure of your protected health information.

Laurel Foot & Ankle Center reserves the right to change the terms of this Notice and to make any new provisions effective for all protected health information that we maintain. Patients will be provided a copy of any revised Notices upon request. An individual may obtain a copy of the current Notice from our office at any time.

Uses and Disclosures of Your Protected Health Information not requiring Your Consent:

Laurel Foot & Ankle Center may use and disclose your protected health information, without your written consent or authorization, for certain treatment, payment and healthcare operations. There are certain restrictions on uses and disclosures of treatment records, which include registration and all other records concerning individuals who are receiving, or who at any time have received services for mental illness, developmental disabilities, alcoholism, or drug dependence. There are also restrictions on disclosing HIV test results.

Treatment may include:

Providing, coordinating, or managing healthcare and related services by one or more healthcare providers; Consultations between healthcare providers concerning a patient; Referrals to other providers for treatment; Referrals to nursing homes, foster care homes, or home health agencies. For example, Laurel Foot & Ankle Center may determine that you require the services of a specialist. In referring you to another doctor, Laurel Foot & Ankle Center may share or transfer your healthcare information to that doctor.

Payment activities may include:

Activities undertaken by Laurel Foot & Ankle Center to obtain reimbursement for services provided to you; Determining your eligibility for benefits or health insurance coverage; Managing claims and contacting your insurance company regarding payment; Collection activities to obtain payment for services provided to you; Reviewing healthcare services and discussing with your insurance company the medical necessity of certain services or procedures, coverage under your health plan, appropriateness of care, or justification of charges; Obtaining pre-certification and pre-authorization of services to be provided to you. For example, Laurel Foot & Ankle Center will submit claims to your insurance company on your behalf. This claim identifies you, your diagnosis, and the services provided to you.

Healthcare operations may include:

Contacting healthcare providers and patients with information about treatment alternatives; Conducting quality assessment and improvement activities; Conducting outcomes evaluation and development of clinical guidelines; Protocol development, case management, or care coordination; Conducting or arranging for medical review, legal services, and auditing functions. For example, Laurel Foot & Ankle Center may use your diagnosis, treatment, and outcome information to measure the quality of the services that we provide, or assess the effectiveness of your treatment when compared to patients in similar situations. Laurel Foot & Ankle Center may contact you, by telephone or mail, to provide appointment reminders. You must notify us if you do not wish to receive appointment reminders.

We may not disclose your protected health information to family members or friends who may be involved with your treatment or care without your written permission. Health information may be released without written permission to a parent, guardian, or legal custodian of a child; the guardian of an incompetent adult; the healthcare agent designated in an incapacitated patient's healthcare power of attorney; or the personal representative or spouse of a deceased patient.

There are additional situations when Laurel Foot & Ankle Center is permitted or required to use or disclose your protected health information without your consent or authorization. Examples include the following: As permitted or required by law. In certain circumstances we may be required to report individual health information to legal authorities, such as law enforcement officials, court officials, or government agencies. For example, we may have to report abuse, neglect, domestic violence or certain physical injuries. We are required to report gunshot wounds or any other wound to law enforcement officials if there is reasonable cause to believe that the wound occurred as a result of a crime. Mental health records may be disclosed to law enforcement authorities for the purpose of reporting an apparent crime on our premises.

For public health activities:

We may release healthcare records, with the exception of treatment records, to certain government agencies or public health authority authorized by law, upon receipt of written request from that agency. We are required to report positive HIV test results to the state epidemiologist. We may also disclose HIV test results to other providers or persons when there has been or will be risk of exposure. We may report to the state epidemiologist the name of any person known to have been significantly exposed to a patient who tests positive for HIV. We are required by law to report suspected child abuse and neglect and suspected abuse of an unborn child, but cannot disclose HIV test results in connection with the reporting or prosecution of alleged abuse or neglect. We may release healthcare records, including treatment records and HIV test results, to the Food and Drug Administration when required by federal law. We may disclose healthcare records, except for HIV test results, for the purpose of reporting elder abuse or neglect, provided the subject of the abuse or neglect agrees, or if necessary to prevent serious harm. Records may be released for the reporting of domestic violence if necessary to protect the patient or community from imminent and substantial danger.

For health oversight activities:

We may disclose healthcare records, including treatment records, in response to a written request by any federal or state governmental agency to perform legally authorized functions, such as management audits, financial audits, program monitoring and evaluation, and facility or individual licensure or certification. HIV test results may not be released to federal or state governmental agencies, without written permission, except to the state epidemiologist for surveillance, investigation, or to control communicable diseases.

Judicial and Administrative Proceedings:

Patient healthcare records, including treatment records and HIV test results, may be disclosed pursuant to a lawful court order. A subpoena signed by a judge is sufficient to permit disclosure of all healthcare records except for HIV test results.

For activities related to death.

We may disclose patient healthcare records, except for treatment records, to a coroner or medical examiner for the purpose of completing a medical certificate or investigating a death. HIV test results may be disclosed under certain circumstances.

For research.

Under certain circumstances, and only after a special approval process, we may use and disclose your health information to help conduct research.

To avoid a serious threat to health or safety.

We may report a patient's name and other relevant data to the Department of Transportation if it is believed the patient's vision or physical or mental condition affects the patient's ability to exercise reasonable or ordinary control over a motor vehicle. Healthcare information, including treatment records and HIV test results, may be disclosed where disclosure is necessary to protect the patient or community from imminent and substantial danger.

For workers' compensation:

We may disclose your health information to the extent such records are reasonably related to any injury for which workers compensation is claimed.

Laurel Foot & Ankle Center will not make any other use or disclosure of your protected health information without your written authorization. You may revoke such authorization at any time, except to the extent that Laurel Foot & Ankle Center has taken action in reliance thereon. Any revocation must be in writing.

Your Rights Regarding Your Protected Health Information:

You are permitted to request that restrictions be placed on certain uses or disclosures of your protected health information Laurel Foot & Ankle Center to carry out treatment, payment, or healthcare operations. You must request such a restriction in writing. We are not required to agree to your request, but if we do agree, we must adhere to the restriction, except when your protected health information is needed in an emergency treatment situation. In this event, information may be disclosed only to healthcare providers treating you. Also, a restriction would not apply when we are required by law to disclose certain healthcare information.

You have the right to review and/or obtain a copy of your healthcare records, with the exception of psychotherapy notes, or information compiled for use (or in anticipation for use) in a civil, criminal, or administrative action or proceeding. Laurel Foot & Ankle Center may deny an access under other circumstances, in which case you have the right to have such a denial reviewed. We may charge a reasonable fee for copying your records.

You may request that Laurel Foot & Ankle Center send protected health information, including billing information, to you by alternative means or to alternative locations. You may also request that Laurel Foot & Ankle Center not send information to a particular address or location or contact you at a specific location, perhaps your place of employment. This request must be submitted in writing. We will accommodate reasonable requests by you.

You have the right to request that Laurel Foot & Ankle Center amend portions of your healthcare records, as long as we maintain such information. You must submit this request in writing, and under certain circumstances the request may be denied.

You may request to receive an accounting of the disclosures of your protected health information made by Laurel Foot & Ankle Center for the six years prior to the date of the request, beginning with disclosures made after April 14, 2003. We are not required, however, to record disclosures we make pursuant to a signed consent or authorization. You may request and receive a paper copy of this Notice, if you had previously received or agreed to receive the Notice electronically.

Any person or patient may file a complaint with Laurel Foot & Ankle Center and/or the Secretary of Health and Human Services if they believe their privacy rights have been violated. To file a complaint with Laurel Foot & Ankle Center please contact the Privacy Officer at the following:

Privacy Officer Laurel Foot & Ankle Center
14440 Cherry Lane Court, Suite 104
Laurel, MD 20707

It is the policy of Laurel Foot & Ankle Center that no retaliatory action will be made against any individual who submits or conveys a complaint of suspected or actual non-compliance or violation of the privacy standards.

This Notice of Privacy Practices is effective January 19, 2022.