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**Lawrence County Orthopedics and Sports Medicine**

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**NOTICE OF PRIVACY PRACTICES FOR  
LAWRENCE COUNTY ORTHOPEDICS AND SPORTS MEDICINE**

Effective Date: April 14, 2003

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU  
MAY BE USED AND DISCLOSED AND HOW TO GET ACCESS TO THIS  
INFORMATION. PLEASE READ IT CAREFULLY.**

If you have any questions regarding this notice, you may contact our privacy officer at:

Lawrence County Orthopedics and Sports Medicine  
Attn: Privacy Officer  
3120 Wilmington Road  
New Castle, PA 16105  
Telephone #: 724-658-5311  
Facsimile #: 724-658-6155

**I. YOUR PROTECTED HEALTH INFORMATION**

Lawrence County Orthopedics and Sports Medicine is required by the federal privacy rule to maintain the privacy of your health information that is protected by the rule, and to provide you with notice of our legal duties and privacy practices with respect to your protected health care information. We are required to abide by the terms of the notice currently in effect.

Generally speaking, your protected health information is any information that related to your past, present, or future physical or mental health or condition, the provision of health care to you, or payment for health care provided to you, and individually identifies you or reasonably can be used to identify you.

Your medical and billing records at our practice are examples of information that usually will be regarded as your protected health information.

## **II. USES AND DISCLOSURES OF YOUR PROTECTED HEALTH INFORMATION**

### **A. Treatment, payment, and health care operations**

This section describes how we may use and disclose your personal health information for treatment, payment, and health care operations purposes. The descriptions include examples. Not every possible use or disclosure for treatment, payment, and health care operations purposes will be listed.

#### **I. Treatment**

We may use and disclose your protected health information for our treatment purposes as well as the treatment purposes of other health care providers. Treatment includes the provision, coordination, or management of health care services to you by one or more health care providers. Some examples of treatment uses and disclosures include:

- During an office visit, practice physicians and other staff involved in your care may review your medical record and share and discuss your medical information with each other.
- We may share and discuss your medical information with an outside physician to whom we have referred you for care.
- We may share and discuss your medical information with an outside physician with whom we are consulting regarding you.
- We may share and discuss your medical information with an outside laboratory, radiology center, or other health care facility where we have referred you for testing.
- We may share and discuss your medical information with an outside home health agency, durable medical equipment agency or other health care provider to whom we have referred you for health care services and products.
- We may share and discuss your medical information with a hospital or other health care facility where we are admitting or treating you.
- We may share and discuss your medical information with another health care provider who seeks this information for the purpose of treating you.
- We may use a patient sign-in sheet in the waiting area which is accessible to all patients.

