



JOHN S. ROGERSON, M.D., S.C.
Orthopaedic Surgeon

Notice of Privacy Practice

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.

Summary

We are required by law to:

- Make sure that protected health information is kept private.
- Provide you with this Notice of our legal duties and privacy practices relating to your protected health information.
- Follow the terms of the Notice that is currently in effect.

Your protected health information may be used and disclosed for the purposes of treatment, payment, and healthcare operations and other limited circumstances.

You have the following rights concerning your protected health information:

- You may request restrictions on certain uses and disclosures.
- You may obtain a copy of your health records.
- You may request alternate methods of communications.
- You may request amendments.
- You may request and receive an accounting of disclosures.
- You may obtain a copy of this Notice.

I. Understanding Your Health Information

Each time you visit John S. Rogerson M.D., S.C. orthopedics (“Provider”) for health care, a record of your visit is made. This record usually contains identification and financial information as well as symptoms, diagnoses, test results, a description of a physical examination and a treatment plan. This record is often referred to as your “medical record,” or “health information,” and includes information contained in paper as well as electronic records. Your health information is used:

- To plan for your care and treatment
- For communication among your health care professionals
- As a legal document describing the care you received
- As a way for you or your insurance company to verify the services provided
- To help John S. Rogerson M.D., S.C. review and improve health care and outcomes
- As a source of information for important health research
- To train health professionals and students
- For other similar activities that allow John S. Rogerson M.D., S.C. to operate efficiently and provide you with quality care

II. Our Duty To Protect Your Health Information

Under the Health Insurance Portability and Accountability Act of 1996 (a Federal law also known as “HIPAA”), John S. Rogerson M.D., S.C. is required to keep your health information confidential, and to provide you with this notice of our legal duties and privacy practices. This notice describes how John S. Rogerson M.D., S.C. uses and discloses your health information.

John S. Rogerson M.D., S.C. may change the terms of this notice if their privacy practices change or as federal or state requirements change. Each notice will have an effective date listed on the back cover. John S. Rogerson M.D., S.C. reserves the right to make the amended notice effective for any health information John S. Rogerson M.D., S.C. may have at the time the change is made, as well as for future health information.

You may obtain a current copy of our Notice of Privacy Practices at our 2 Science Court office registration desk or on our www.orthorogerson.com website.

III. How John S. Rogerson M.D., S.C. May Use and Disclose Your Health Information

John S. Rogerson M.D., S.C. may use and disclose your health information for many different reasons, most of which are necessary to provide you with quality health care services. Federal and state law do not require us to get your permission to perform many routine functions, especially those activities necessary to treat you, create and deliver bills for your treatment and other routine activities necessary to perform efficiently. Federal and state law also permits John S. Rogerson M.D., S.C. to share this information with third parties who assist us in the performance of these routine functions. For some activities, however, federal and/or state law requires John S. Rogerson M.D., S.C. to obtain your written authorization. Please note that Wisconsin law is more protective of certain health information than HIPAA. As required by state law, in most cases, John S. Rogerson M.D., S.C. may not disclose your information related to treatment for mental health, alcohol or drug dependence or HIV status without your written authorization.

The following descriptions contain examples, but do not refer to every way in which your health information could be used or disclosed. John S. Rogerson M.D., S.C. may use or disclose your health information in ways permitted by law that are not included in the examples below.

A. Uses and disclosures of your health information for the purpose of providing you with medical care

Providing you with treatment, collecting payment, and conducting health operations are necessary activities for delivering health care. State and federal law permits John S. Rogerson M.D., S.C. to use and disclose your health information for these purposes. For example:

To provide treatment

John S. Rogerson M.D., S.C. may use your health information to provide care to you and disclose your health information to others who provide care to you. For example, physicians involved in your care will need information about your symptoms in order to prescribe appropriate medications. John S. Rogerson M.D., S.C. also may disclose your health care information to individuals outside our practice involved in your care including family members, pharmacists, suppliers of medical equipment or other health care professionals.

To obtain payment

John S. Rogerson M.D., S.C. may include your health information in invoices to collect payment from third parties for the care you may receive from our practice. For example, John S. Rogerson M.D., S.C. may be required by your health insurer to provide information regarding your health care status so that the insurer will reimburse you or our office. John S. Rogerson M.D., S.C. also may need to obtain prior approval from your insurer and may need to explain to the insurer your need for health care and the services that will be provided to you.

To conduct health care operations

John S. Rogerson M.D., S.C. may use and disclose health information for its own operations in order to facilitate the function of our office and as necessary to provide quality care to all of our patients. Health care operations include activities such as:

- Quality assessment and improvement activities.
- Activities designed to improve health or reduce health care costs.
- Protocol development, case management and care coordination.
- Contacting health care providers and patients with information about treatment alternatives and other related functions that do not include treatment.
- Professional review and performance evaluation.
- Training programs including those in which students, trainees or practitioners in health care learn under supervision.
- Training of non-health care professionals.
- Accreditation, certification, licensing or credentialing activities.
- Review and auditing, including compliance reviews, medical reviews, legal services and compliance programs.
- Business management and general administrative activities of John S. Rogerson M.D., S.C.

For example, John S. Rogerson M.D., S.C. may use your health information to evaluate its staff performance, combine your health information with other orthopedic patients in evaluating how to more effectively serve all of our patients, or disclose your health information to office staff and contracted personnel for training purposes.

B. Other uses and disclosures of your information that do not require your authorization

There are some instances, usually those in the “interest of the public,” when John S. Rogerson M.D., S.C. is permitted or required by law to use and disclose your information without your authorization. For example:

Disclosures required by law

John S. Rogerson M.D., S.C. will disclose medical information about you when required to do so by federal or state laws.

Public health activities

John S. Rogerson M.D., S.C. may disclose medical information about you for public health purposes. For example:

- Reporting certain conditions such as cancer and communicable diseases for purposes of monitoring, preventing and controlling disease.
- Reporting vital statistics such as birth and death.
- Reporting reactions to medications or problems with health products and notifying people of health product recalls.

Victims of abuse, neglect or domestic violence

John S. Rogerson M.D., S.C. is required by law to report any suspected abuse of a child, and are permitted to report suspected abuse of an adult. Usually, John S. Rogerson M.D., S.C. will report suspected abuse of an adult only with that person’s consent.

Health oversight activities

John S. Rogerson M.D., S.C. may disclose health information to agencies that monitor our compliance with state and federal laws.

Judicial and administrative proceedings

If you are involved in a lawsuit or a dispute, John S. Rogerson M.D., S.C. may disclose medical information about you in response to a court order.

Law enforcement

John S. Rogerson M.D., S.C. may disclose health information about you to law enforcement officials in response to a court order or other similar process allowed by law in order to identify or locate a suspect, fugitive, material witness or missing person, or to report or respond to a crime.

Coroners and Medical Examiners

John S. Rogerson M.D., S.C. may disclose health information to a coroner or medical examiner for the purposes of identifying a deceased person or determining a cause of death.

Organ and tissue donation

John S. Rogerson M.D., S.C. may disclose health information to organizations that are involved in organ procurement or organ, eye or tissue transplantation.

Appointment re-scheduling/additional communications

John S. Rogerson M.D., S.C. may use your health information to call you or send you a letter re-scheduling an upcoming appointment. John S. Rogerson M.D., S.C. may also use your information to call or send you the results of tests or to give you other health communications.

Research

Under certain circumstances, John S. Rogerson M.D., S.C. may use and disclose your health information for research purposes, which may include contacting you about participation in research projects.

Serious threat to health or safety

John S. Rogerson M.D., S.C. may use and disclose your health information when necessary to prevent a serious threat to your health and safety or the health and safety of others.

Specific government functions

If you are a member of the Armed Forces, John S. Rogerson M.D., S.C. may disclose your health information, under certain circumstances, to military authorities to assist with a military mission.

Workers' compensation

John S. Rogerson M.D., S.C. may release your health information to workers' compensation or similar programs that provide benefits for work-related injuries or illness.

Communicating additional services provided by John S. Rogerson M.D., S.C.

Under certain conditions, John S. Rogerson M.D., S.C. may use your health information to inform you of additional or health-related services it has to offer.

C. Uses and disclosures of your health information that you may object to or refuse.

Listed below are examples of how John S. Rogerson M.D., S.C. may use or disclose your health information without your authorization unless you refuse or object.

Information disclosed to family members, close friends or others

To coordinate your care and explain your condition and treatment plan, John S. Rogerson M.D., S.C. may disclose health information about you to your family or close personal friends. You have the right to object to these kinds of disclosures. In an emergency situation, John S. Rogerson M.D., S.C. will exercise their professional judgment to determine if family or friends should receive information about you.

Notification

Unless you object, John S. Rogerson M.D., S.C. may use your health information to notify, or assist in notifying, members of your family, close personal friends or any other people responsible for your care about your condition, location or death.

Disaster relief

Unless you object, John S. Rogerson M.D., S.C. may also disclose your health information to an organization authorized to assist in disaster relief efforts so that loved ones can receive information about your location and health status.

Marketing activities

John S. Rogerson M.D., S.C. may use contact information (name, address, phone numbers and dates of service) from your medical records to contact you about efforts to help market our practice.

John S. Rogerson M.D., S.C. must provide you with instructions on how to refuse future communications, and must make reasonable efforts to ensure you will not receive additional communications.

D. Uses and disclosures of your health information requiring your authorization

If John S. Rogerson M.D., S.C. needs to use or disclose your health information for any purpose not listed above, they must first obtain your written authorization. Even if you authorize John S. Rogerson M.D., S.C. to use or disclose your information for a particular purpose, you may revoke your authorization.

IV. Your Rights with Respect to your Health Information

As a patient of John S. Rogerson M.D., S.C., you have the following rights with regard to your health information:

Right to Request Restrictions

You may request restrictions on certain uses and disclosures of your health information. You have the right to request a limit on John S. Rogerson M.D., S.C., disclosure of your health information to someone who is involved in your care or the payment of your care. Because of the number, complexity, and nature of the services we deliver, John S. Rogerson M.D., S.C. cannot make any formal commitment under federal law to agree to such requests. However, outside of federal law, in rare circumstances, informal arrangements for limited restrictions may be worked out with you. If you wish to make a request for restrictions, please contact Privacy Officer at (608) 231-3410.

Right to Request how we contact you

It is the normal practice of John S. Rogerson M.D., S.C. to communicate with you at your home address and home phone number about your health matters, such as appointment reminders and the results of lab or xray tests. Sometimes we may leave messages on your voice mail. You have the right to request that John S. Rogerson M.D., S.C. communicate with you in a different way. For example, you may request that we communicate with you only by mail to a particular address. John S. Rogerson M.D., S.C. will agree to reasonable requests. To request an alternative method of communications, please contact the Privacy Officer at our office at (608) 231-3410. Please note, however, that if you request communication in an alternative manner, all future communications initiated by John S. Rogerson M.D., S.C. will be made in that manner.

Right to Receive Confidential Communications

You have the right to request that John S. Rogerson M.D., S.C. communicate with you in a certain way. For example, you may ask that we only conduct communications pertaining to your health information with you privately with no other family members present. If you wish to receive confidential communications, please contact the Privacy Officer at (608) 231-3410. We will not request that you provide any reasons

for your request and will attempt to honor your reasonable requests for confidential communications.

Right to Inspect and Copy Your Health Information

You have the right to inspect and copy your health information, including billing records. A request to inspect and copy records containing your health information may be made to the Privacy Officer at (608) 231-3410. If you request a copy of your health information, John S. Rogerson M.D., S.C. may charge a reasonable fee for copying, assembling, and mailing costs associated with your request.

Right to Amend Your Health Information

You or your representative have the right to request that John S. Rogerson M.D., S.C. amend your records, if you believe your health information records are incorrect or incomplete. That request may be made as long as the information is maintained in our practice medical records. A request for an amendment of records must be made in writing to the Privacy Officer at (608) 231-3410. John S. Rogerson M.D., S.C. may deny the request if it is not in writing or does not include a reason for the amendment. The request also may be denied if your health information records were not created by John S. Rogerson M.D., S.C., if the records you are requesting are not part of our records, if the health information you wish to amend is not part of the health information you or your representative are permitted to inspect and copy, or if, in the opinion of John S. Rogerson M.D., S.C., the records containing your health information are accurate and complete.

Right to Accounting

You or your representative have the right to request an accounting of disclosures of your health information made by John S. Rogerson M.D., S.C. for certain purposes, which may include disclosures authorized by law and disclosures made for research. The request for an accounting must be made in writing to the Privacy Officer, John S. Rogerson, M.D., S.C. 2 Science Ct., Madison, WI 53711. The request should specify the time period for the accounting starting on April 14, 2003. Accounting requests may not be made for periods of time in excess of six (6) years. John S. Rogerson M.D., S.C. will provide the first accounting you request during any 12-month period without charge.

Subsequent accounting requests may be subject to a reasonable cost-based fee.

Right to a Paper Copy of this Notice

You or your representative have the right to a separate paper copy of this Notice at any time even if you or your representative have received this Notice previously. To obtain a separate paper copy, please contact John S. Rogerson, M.D., S.C.. *(A patient or a patient's representative may also obtain a copy of the current version of Provider's Notice at our Web site, www.orthorogerson.com).*

Duties of Provider

John S. Rogerson M.D., S.C. is required by law to maintain the privacy of your health information and to provide to you and your representative this Notice of its duties and privacy practices. John S. Rogerson M.D., S.C. is required to abide by the terms of this Notice as may be amended from time to time. John S. Rogerson M.D., S.C. reserves the right to change the terms of its

Notice and to make the new Notice provisions effective for all health information that it maintains. If John S. Rogerson M.D., S.C. makes a material change to this Notice, John S. Rogerson M.D., S.C. will provide a copy of the revised Notice to you or your representative.

Complaints

If you believe that anyone at John S. Rogerson M.D., S.C. has violated your privacy rights, we encourage you to call the Privacy Officer at (608) 231-3410 to discuss your concerns. If you are not satisfied with the outcome, you may file a written complaint to Privacy Officer, John S. Rogerson M.D., S.C., 2 Science Court, Madison, WI 53711. In addition, you may also file a complaint with the Secretary of the Federal Department of Health and Human Services (DHHS Secretary). If you file a complaint, you will in no way be punished, threatened, harassed, retaliated against, or subjected to any other negative consequences.

Contact Person

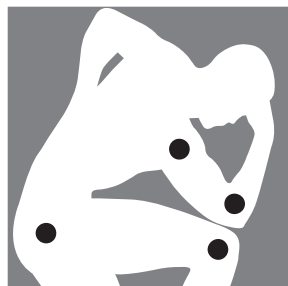
John S. Rogerson M.D., S.C. has designated the Privacy Officer as its contact person for all issues regarding patient privacy and your rights under federal privacy standards.

If you have any questions regarding this Notice, you may contact:

John S. Rogerson M.D., S.C.
c/o Privacy Officer
2 Science Court
Madison, WI 53711
(608) 231-3410

Effective Date

This Notice is effective April 14, 2003.



JOHN S. ROGERSON, M.D., S.C.
Orthopaedic Surgeon