

SIERRA ORTHOPEDICS PRIVACY POLICY:

Sierra Orthopedics collects information about patients' medical conditions, histories, medications and family illnesses. Sierra Orthopedics understands the sensitive nature of this information and how important it is to maintain its confidentiality. No Sierra Orthopedics physician or employee has the right to any patient information other than that necessary to perform his or her job. Sierra Orthopedics physicians and employees must not release or discuss patient-specific information with others unless it is necessary to serve the patient or is required by law.

Generally, Sierra Orthopedics will honor a patient's request to release his or her medical records to a third party (including a third party payer) *only* with a release from the patient. This release should contain at the minimum: the patient's full name, address and date of birth; the name and address of the provider who is to release the record; the individual or entity to whom the record is to be released; the specific information being requested; the date the release was signed; and the signature of the patient or the patient's legally authorized representative.

Sierra Orthopedics will release psychiatric records and medical records relating to drug or alcohol treatment received from federally supported programs only when the patient's authorization specifically refers to these areas.

A subpoena for the production of medical records, called a *subpoena duces tecum*, does not need to be accompanied by a patient authorization for Sierra Orthopedics to release the medical record. However, Sierra Orthopedics will not honor a subpoena requesting psychiatric, psychological, federal substance abuse program and sexually transmitted disease records without a valid patient authorization.

In an emergency situation, Sierra Orthopedics will release a patient's medical record information when requested by an institution or the physician then treating the patient; however, Sierra Orthopedics must verify the name of the institution and the person requesting the information as part of the callback process.

If you should need any more information about our privacy policy you may contact: Martha Moreno, office manager at (520) 836-8988.

Signature

Date