

## Georgetown Orthopedics, PLLC HIPAA

HIPAA is an acronym for the Health Insurance Portability & Accountability Act of 1996 (a federal law). Of significant concern to healthcare organizations is the Administrative Simplification section of the Act, which requires healthcare organizations to comply with specific rules regarding:

- Unique Identifiers for health plans, providers, individuals, employers
- Healthcare Transaction & Code Sets for transmitting data electronically
- Privacy Regulations over disclosure and use of health information
- Security Regulations over protections of electronic health information

It is the office policy of **Georgetown Orthopedics, Albert Bartschmid, MD, PA, Clifton O'Meara, MD, PA, Charles Jeffrey Schwertner, MD, PA**, and staff to not release confidential and/or unauthorized information by home phone/answering machine, work phone/ answering machine, cell phone and/or pager/voice mail. Whenever returning telephone calls and the answering machine picks up, we do not leave a message. Unless, you may give us permission by indicating below.

Home Telephone/Answering Machine  yes  no  N/A  
Pager/Voice Mail  yes  no  N/A  
Cell Phone and/or voice mail  yes  no  N/A  
Work Phone/Answering Machine  yes  no  N/A

Fax medical records for referrals to another entity  yes  no

Also, information will not be left with an unauthorized person who may answer the telephone. If you would like to have information released to someone other than yourself please complete the following:

Please list names of authorized people:

Spouse: \_\_\_\_\_  yes  no

Parent: \_\_\_\_\_  yes  no

Other Names (please list relationship)

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Patient/Guardian Signature

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Date