

FOOT HEALTHCARE ASSOCIATES

37595 Seven Mile Road, Suite 370 | Livonia, MI 48152

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Notice of Privacy Practices

Your Information. Your Rights. Our Responsibilities.

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.

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities.

Get an electronic or paper copy of your medical record

You can ask to see or get a copy of your medical record and other health information we have about you. Ask us how to do this. We will provide a copy or a summary, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record

You can ask us to correct information you think is incorrect or incomplete. We may say no, but we will tell you why in writing within 60 days.

Request confidential communications

You can ask us to contact you in a specific way, such as at a different phone number, or to send mail to a different address. We will agree to all reasonable requests.

Ask us to limit what we use or share

You can ask us not to use or share certain information for treatment, payment, or our operations. We are generally not required to agree, and we may say no if it could affect your care. If you pay in full out of pocket for a service or health care item, you can ask us not to share that information with your health plan for payment or our operations. We will agree unless a law requires us to share it.

Get a list of disclosures

You can ask for an accounting of certain disclosures of your information during the six years before your request, including who received it and why. The accounting excludes disclosures for treatment, payment, and health care operations and certain other disclosures. One accounting every 12 months is free; we may charge a reasonable, cost-based fee for another.

Get a copy of this notice

You can ask for a paper copy at any time, even if you agreed to receive the notice electronically. We will provide it promptly.

Choose someone to act for you

A person with authority to act as your personal representative, such as a legal guardian or someone with your medical power of attorney, may exercise your rights. We will verify that authority before acting.

File a complaint

If you believe your privacy rights have been violated, contact our HIPAA Compliance Officer below. You can also complain to the U.S. Department of Health and Human Services Office for Civil Rights at 200 Independence Avenue, S.W., Washington, DC 20201, by calling 1-877-696-6775, or at hhs.gov/hipaa/filing-a-complaint. We will not retaliate against you for filing a complaint.

Your Choices

For certain information, you can tell us your preferences. Talk with us about what you want us to do.

- You may tell us whether to share information with family, close friends, or others involved in your care or payment for your care, or in disaster relief. If you cannot tell us, we may share when we believe it is in your best interest. We may also share to lessen a serious and imminent threat to health or safety.
- We generally need your written authorization to use or share information for marketing, to sell your information, or for most uses and disclosures of psychotherapy notes.

Our Uses and Disclosures

We typically use or share your health information in these ways:

Treat you

We may share relevant information with other professionals treating you, such as a physician to whom we refer you.

Run our organization

We may use and share information to manage our practice, improve your care, and contact you about your care.

Bill for services

We may use and share information with health plans and others to obtain payment for services.

We may also use or share information as permitted or required by law, subject to the applicable conditions:

- For public health and safety, including preventing disease, product recalls, adverse drug reactions, suspected abuse or neglect, and serious threats to health or safety.
- For health research where the legal requirements are met.
- To comply with federal or state law, including sharing with HHS when it reviews our compliance with privacy law.
- With organ procurement organizations, coroners, medical examiners, or funeral directors when applicable.
- For workers' compensation, legally permitted law enforcement or health oversight activities, and special government functions.
- In response to a court or administrative order, or a subpoena, when the requirements for disclosure are met.

Additional protection for certain substance use disorder records

If we create or maintain your substance use disorder patient records protected by 42 CFR part 2, additional federal confidentiality rules apply. We may use or share these records only as Part 2 and other applicable law permit. Records received with a valid consent for treatment, payment, and health care operations may be used and disclosed again as HIPAA permits, subject to Part 2's limits. We cannot use or share Part 2 records in a civil, criminal, administrative, or legislative investigation or proceeding against you without your written consent or a qualifying court order and subpoena or other legal mandate. A substance use disorder diagnosis by itself does not necessarily mean a record is subject to Part 2.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will notify you as required if a breach may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices in this notice and give you a copy.
- We will not use or share your information other than as described here unless you authorize us in writing. You may revoke an authorization in writing; that will not undo actions already taken in reliance on it.

Changes to This Notice

We may change this notice, and a revised notice may apply to information we already have about you. A new notice will be available on request, at our office, and on our website.

Effective Date and Contact

Effective date: October 1, 2026

HIPAA Compliance Officer: Joshua Fenn

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