

Notice of Privacy Practices

This Notice describes how Health Information about you (as a patient of this practice) may be used and disclosed. It also describes how you can obtain a

***Accounting of Disclosures:** You have the right to receive an accounting of the disclosures. This means you may request a list of certain disclosures our practice has made of your records. Upon your request, we will provide this information to you one time during each twelve (12) month period at no cost to you. There may be a fee for additional copies.

***Copy of Notice:** You have the right to request that we provide you with a paper copy of this notice of Privacy Practices.

***Record amendment:** You have the right to request amendments to your health records created by and for this Practice if you feel they are incorrect or incomplete. We may accept or deny your request. If we deny your requests you have the right to provide a statement of disagreement or rebuttal statement.

If you feel your privacy rights have been violated, you may file a complaint with our practice or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, please contact our Business Office Manager. All complaints must be submitted in writing. You will not be penalized for filing a complaint with the practice.

Ankle and Foot Associates PC

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Yarmouth, ME 04096

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