

NOTICE OF PRIVACY PRACTICES

North Avenue Podiatry Services, P.C. dba Battle Creek Foot & Ankle

Effective Date: June 4, 2026

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.

Our Commitment to Your Privacy

North Avenue Podiatry Services, P.C. dba Battle Creek Foot & Ankle is committed to protecting the privacy of your protected health information (PHI). We are required by law, including the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations, to maintain the privacy of your PHI, to provide you with this Notice of Privacy Practices, and to follow the terms of this notice.

How We May Use and Disclose Your Health Information

We may use and disclose your PHI for the following purposes without your written authorization:

1. **Treatment** We may use or disclose your PHI to provide, coordinate, or manage your health care and related services. For example, we may share your information with other healthcare providers involved in your foot and ankle care, such as surgeons, physical therapists, or primary care physicians.
2. **Payment** We may use or disclose your PHI to bill and collect payment for the services we provide. This may include sharing information with your insurance company, third-party payers, or collection agencies.
3. **Healthcare Operations** We may use or disclose your PHI for our internal operations, such as quality assessment, staff training, accreditation, and business management.
4. **Appointment Reminders and Health Information** We may contact you to provide appointment reminders or information about treatment alternatives or other health-related services that may be of interest to you.
5. **Required by Law** We may disclose your PHI when required by federal, state, or local law.
6. **Public Health Activities** We may disclose your PHI to public health authorities for purposes such as preventing or controlling disease, injury, or disability.
7. **Victims of Abuse, Neglect, or Domestic Violence** We may disclose your PHI to appropriate authorities if we reasonably believe you are a victim of abuse, neglect, or domestic violence.
8. **Health Oversight Activities** We may disclose your PHI to health oversight agencies for audits, investigations, inspections, or licensing purposes.
9. **Judicial and Administrative Proceedings** We may disclose your PHI in response to a court or administrative order, subpoena, or other lawful process.

10. **Law Enforcement** We may disclose your PHI to law enforcement officials under specific circumstances, such as to report crimes or identify suspects.
11. **Coroners, Medical Examiners, and Funeral Directors** We may disclose your PHI to coroners, medical examiners, or funeral directors as necessary.
12. **Organ, Eye, or Tissue Donation** We may disclose your PHI to organ procurement organizations.
13. **Research** We may disclose your PHI for research purposes under certain limited conditions, subject to applicable privacy protections.
14. **Threats to Health or Safety** We may disclose your PHI to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
15. **Special Government Functions** We may disclose your PHI for certain military, national security, or veterans' affairs purposes.
16. **Workers' Compensation** We may disclose your PHI as authorized by and to the extent necessary to comply with workers' compensation laws.

Uses and Disclosures Requiring Your Authorization

Other uses and disclosures of your PHI (not described above) will be made only with your written authorization. You may revoke your authorization in writing at any time, except to the extent that we have already taken action in reliance on it.

Your Rights Regarding Your Health Information

You have the following rights with respect to your PHI:

1. **Right to Request Restrictions** You have the right to request restrictions on how we use or disclose your PHI for treatment, payment, or healthcare operations. We are not required to agree to your request, except in limited circumstances involving disclosures to health plans when you pay out-of-pocket in full.
2. **Right to Request Confidential Communications** You have the right to request that we communicate with you in a specific manner or at a specific location (e.g., only by mail or only at work). We will accommodate reasonable requests.
3. **Right to Access and Copy Your PHI** You have the right to inspect and obtain a copy of your PHI (with limited exceptions). We may charge a reasonable fee for copying and mailing.
4. **Right to Amend Your PHI** You have the right to request that we amend your PHI if you believe it is incorrect or incomplete. We may deny your request under certain circumstances.
5. **Right to an Accounting of Disclosures** You have the right to request a list of certain disclosures we have made of your PHI (with some exceptions).
6. **Right to a Paper Copy of This Notice** You have the right to receive a paper copy of this Notice at any time, even if you have agreed to receive it electronically.

Changes to This Notice

We reserve the right to change our privacy practices and this Notice. We will post the revised Notice in our office and on our website (if applicable). The revised Notice will apply to all PHI we maintain. The effective date of the new Notice will be listed at the top.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the U.S. Department of Health and Human Services. You will not be retaliated against for filing a complaint.

To file a complaint with us, contact: Privacy Officer North Avenue Podiatry Services, P.C. dba Battle Creek Foot & Ankle 213 North Avenue, Battle Creek, MI 49017 Phone: 269-968-6000

For more information about HIPAA or to file a complaint with the federal government: U.S. Department of Health and Human Services Office for Civil Rights 1-800-368-1019
OCRMail@hhs.gov

This Notice is not intended to be a complete description of all privacy practices. For questions or more information, please contact the Privacy Officer listed above.