

**Metrocrest Orthopaedics and Sports Medicine, PLLC  
Disclosure of Ownership**

State and federal guidelines may require that physicians that may have an ownership interest in a facility to which the physician refers patients disclose this information. In the interest of providing our patients with complete information, we are providing the names of the outside facilities where the physicians of Metrocrest Orthopaedics and Sports Medicine, PLLC may have an ownership interest.

The physicians of Metrocrest Orthopaedics and Sports Medicine may have an ownership interest in one or more of the facilities listed below.

- Cornerstone Surgery Center ..... 972-395-2210  
4780 N. Josey Lane, Carrollton
- Prestige Imaging Center at Metrocrest ..... 972-492-1334  
4780 N. Josey Lane, Carrollton
- Center for Rehabilitative Excellence ..... 972-395-2293  
4780 N. Josey Lane, Carrollton
- Presbyterian Plano Center for Diagnostics and Surgery ... 972-403-2700  
6020 W. Parker Road, Plano
- Baylor Medical Center of Carrollton..... 972-492-1010  
4343 N. Josey Lane, Carrollton

If you have any questions about this, please contact 972-492-1334 and ask for the Director of Operations.

Thank you.

By signing below, I acknowledge receipt of the above disclosure information.

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**Patient Signature** **DATE**

## **PATIENT RIGHTS**

### **IN ACCORDANCE WITH HEALTH AND SAFETY CODES, THE ASC AND MEDICAL STAFF HAVE ADOPTED THE FOLLOWING LIST OF PATIENT RIGHTS:**

1. Exercise these rights without regard to sex or culture, economic, educational, or religious background or the source of payment for his or her care.
2. Considerate and respectful care.
3. Knowledge of the name of the physician who has primary responsibility for coordinating his or her care and the names and professional relationships of other physicians who will see this patient.
4. Receive information from his or her physician about his or her illness, his or her course of treatment and his or her prospects for recovery in easy to understand terminology.
5. Receive as much information about any proposed treatment or procedure as he/she may need in order to give informed consent or to refuse this course of treatment. Except in emergencies, this information shall include a description of the procedure or treatment, the medically significant risks involved and knowledge of the name of the person who will carry out the procedure or treatment.
6. Participate actively in decisions regarding his/her medical care. To the extent permitted by law, including the right to refuse treatment.
7. Full consideration of privacy concerning his/her medical care program. Case discussion, consultation, examination and treatment are confidential and should be conducted discreetly. The patient has the right to know the reason for the presence of any individual.
8. Confidential treatment of all communications and records pertaining to his/her care and his or her stay in the ASC. His/her written permission shall be obtained before his/her medical records can be made available to anyone not directly concerned with his/her care.
9. Reasonable responses to reasonable requests he/she may make for services.
10. He or she may leave the ASC even against the advice of his/her physicians.
11. Reasonable continuity of care and to know in advance the time and location of appointment as well as the physician providing the care.
12. Be advised if ASC/personal physician proposes to engage in or perform human experimentation affecting his/her care or treatment. The patient has the right to refuse to participate in any such research projects.

**Patient Initials**

13. Be informed by his/her physician or a delegate of his/her physician of his/her continuing health care requirements following his/her discharge from the surgery center.
14. Be informed that the Center does not comply with Advance Directives; however they will be put in the patient's chart in the event an emergency arises and the patient is transferred to long term care facility.
15. *For complaints about your medical care, you should call or contact Texas Department of Health, Health Facility Licensing & Compliance Division, 1100 West 49<sup>th</sup> St., Austin, Texas 78756, (888)973-0022. You may also contact the Secretary of the United States Department of Health and Human Services, at 1-800-Medicare (633-4273) or at <http://www.cms.hhs.gov/gov/center/ombudsman.asp>*

### **PATIENT RESPONSIBILITIES**

THE MEDICAL AND NURSING STAFF OF THIS FACILITY ARE COMMITTED TO SERVING THEIR PATIENTS AND FAMILIES WITH THE HIGHEST STANDARDS OF CARE. PATIENTS ARE PROVIDED WITH THIS LIST OF RESPONSIBILITIES SO THAT THEY MAY PARTICIPATE IN THEIR CARE IN THE MOST EFFECTIVE MANNER POSSIBLE

1. The Center expects that a patient will provide accurate and complete information about matters relating to his/her health history in order for the patient to receive effective medical treatment.
2. A patient is responsible for reporting whether he/she clearly comprehends a contemplated course of action and what is expected of them.
3. The Center expects that a patient will cooperate with all Center personnel and ask questions if directions and/or procedures are not clearly understood.
4. A patient is expected to be considerate of other patients and Center personnel and to observe the smoking policy of the Center. A patient is also expected to be respectful of the property of other persons and the property of the Center.
5. A patient is expected to help the physicians, nurses, and allied health personnel in their efforts to care for the patient by following their instructions and medical orders both at the Center and, if applicable, outside the Center (i.e. at their home).
6. It is understood that a patient assumes the financial responsibility of paying for all services rendered whether through third party payers (his/her insurance company) or being personally responsible for payment for any services that are not covered by his/her insurance policies.
7. It is expected that the patient will not take any drugs which have not been prescribed by his/her attending physician and/or prescribed or administered by the Center staff and shall fully disclose any drugs and/or other substances which the patient may have ingested and which could affect the current course of treatment contemplated at the Center.

Patient Initials

## PRIVACY NOTICE

### **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.**

This Privacy Notice describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes permitted or required by law. We must follow the privacy practices described in this Notice while it is in effect. We reserve the right to change the terms of this Notice and to make the new Notice effective for all future protected health information we maintain. We will post the most current Notice and make the new Notice available to anyone. You may request a copy of current Notice at any time. This Privacy Notice also describes your rights to access and control your “protected health information” which is health information that is created or received by your health care provider.

#### **USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION**

We will use and disclose health information to provide treatment, obtain payment, and conduct health care operations.

- 1. Treatment:** To provide and coordinate your health care. For example, we may disclose protected health information to physicians or other health care professionals who may be treating you or consulting with us. Examples include your physicians, anesthesia provider, or pharmacist.
- 2. Payment:** To obtain payment for the services. This may include contact with your insurance company to get the bill paid and to determine benefits of your health plan. We may also disclose information to another provider involved in your care so the provider can get paid. For example, we may give information to anesthesia providers so they can contact your insurer about payment for their services.
- 3. Operations:** To perform our own health care activities such as quality assessment and improvement, licensing or credentialing, and general business administration.
- 4. Other Uses and Disclosures:** To remind you of appointments or to a family member, friend, or other person to the extent necessary to help with your healthcare or with payment for your healthcare, or to notify family or others involved in your care concerning your location or condition. You may object to these disclosures. If you do not or cannot object, we will use our professional judgment to make reasonable assumptions about to whom we can make disclosures.
- 5. Other Uses and Disclosures Permitted:** to comply with laws and regulations.
  - A. When Legally Required** by any federal, state or local law.
  - B. When There Are Risks to Public Health** such as:
    - To prevent, control, or report disease, injury or disability as required or permitted by law.
    - To report vital events such as birth or death as required by law.
    - To conduct public health surveillance, investigations and interventions as required by law.
    - To collect or report adverse events and product defects, track Food and Drug Administration (FDA) regulated products; enable product recalls, repairs or replacements and review.
    - To notify a person who has been exposed to a communicable disease or who may be at risk of contracting or spreading a disease as authorized by law.
    - To report to an employer information about an individual who is a member of the workforce as legally permitted or required.

- C. To Report Suspected Abuse, Neglect Or Domestic Violence** as required by law.
- D. To Conduct Health Oversight Activities** such as audits; civil, administrative, or criminal investigations, proceedings, or actions; inspections; licensing or disciplinary actions; or other activities necessary for appropriate oversight as required or authorized by law.
- E. In Connection With Judicial And Administrative Proceedings** such as in the course of any judicial or administrative proceeding.
- F. For Law Enforcement Purposes.** Examples are:
- As required by law for reporting of certain types of wounds or other physical injuries.
  - Upon court order, court-ordered warrant, subpoena, summons or similar process.
  - For the purpose of identifying or locating a suspect, fugitive, material witness or missing person.
  - Under certain limited circumstances, when you are the victim of a crime.
  - To law enforcement if there is concern that your health condition was the result of criminal conduct.
  - In an emergency to report a crime.
- G. For Organ Donation or to Coroners or Funeral Directors** such as for organ, eye or tissue donations; identification purposes; performing other duties authorized by law.
- H. For Research Purposes** when the use or disclosure for research has been approved by an institutional review board that has reviewed the research proposal and research protocols to address the privacy of your protected health information.
- I. In the Event of a Serious Threat to Health or Safety** and consistent with applicable law and ethical standards of conduct, if we believe, in good faith, that such use or disclosure is necessary to prevent or lessen a serious and imminent threat. to your health or safety or to the health and safety of the public.
- J. For Specified Government Functions** relating to military and veterans activities, national security, protective services, medical suitability determinations, correctional institutions, and law enforcement situations.
- K. For Worker's Compensation** to comply with worker's compensation laws or similar programs.
- L.** The physician performing your surgery may have a percentage of ownership in the surgery center.

#### **PATIENT RIGHTS**

Other than as stated above, we will not disclose your health information other than with your written authorization. You may revoke your authorization in writing at any time except to the extent that we have taken action based upon the authorization. At the end of this Privacy Notice is information about how to contact the Privacy Officer to request information, copies, express concerns, complain, or authorize additional uses and disclosure of your health information.

#### **YOU HAVE THE RIGHT TO:**

**1. See and copy your medical records** and other records used to make treatment and payment decisions about you. There are some limitations, based upon the federal law. You must submit a written request. We may charge you a fee for copying, mailing or incurring other costs in complying with your request. We may deny your request to see or copy your protected health information if, in our professional judgment, we determine that the access requested is likely to endanger life or safety of you or another person. You have the right to request a review of this decision.

**2. Request a restriction on uses and disclosures of your protected health information.**

The facility is not required to agree to a restriction and we will notify you if we deny your request. If the facility does agree to the requested restriction, we will abide by this agreement unless use or disclose of the information becomes essential to provide emergency treatment.

**3. The right to request to receive confidential communications by alternative means or at an alternative location.**

You have the right to request that we communicate with you in certain ways. We will not require you to provide an explanation for your request. We will accommodate reasonable requests. We may condition this accommodation by asking you for information as to how payment will be handled or specification of an alternative address or other method of contact.

**4. The right to request we amend your protected health information.**

A request for an amendment must be in writing and it must explain why the information should be amended.

Under certain circumstances, we may deny your request.

**5. The right to receive an accounting of disclosures.**

You have the right to request an accounting of how we or our business associates disclosed your protected health information for purposes other than treatment, payment or health care operations. We are not required to account for disclosures that you requested, disclosures that you agreed to by signing an authorization form, disclosures to friends or family members involved in your care, or certain other disclosures we are permitted to make without your authorization. The request for an accounting must be made in writing. We are not required to provide an accounting for disclosures that occurred prior to April 14, 2003 or for periods of time in excess of six years. The first accounting you request during any 12-month period will be without charge. Additional accounting requests may be subject to a reasonable fee.

**6. The right to obtain a paper copy of this notice at any time.**

**COMPLAINTS**

You have the right to express complaints to the facility if you believe that your privacy rights have been violated. We encourage you to express any concerns you have regarding the privacy of your information. You will not be retaliated against in any way for filing a complaint. You may complain to the facility's Privacy Officer in person, by phone, or in writing. You also have the right to express complaints to the Secretary of the United States Department of Health and Human Services at 1-800-MEDICARE or <http://www.cms.hhs.gov/center/ombudsman.asp>

**CONTACT PERSON**

**TO MAKE REQUESTS, TO LEARN MORE, TO FILE A COMPLAINT, OR TO EXPRESS CONCERNS, PLEASE CONTACT THE PRIVACY OFFICER. YOU MAY MAKE CONTACT IN PERSON, BY PHONE, OR IN WRITING.**

**CORNERSTONE SURGERY CENTER**

**ATTENTION: PRIVACY OFFICER**

**4780 NORTH JOSEY LANE**

**CARROLLTON, TEXAS 75010**

**972-395-0440**

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**PATIENT SIGNATURE**

**DATE**