

An Important Notice Regarding Information We Collect from New Patients and Patient Privacy

TO: ALL NEW PATIENTS OF THE FIU HEALTH FACULTY GROUP PRACTICE

The FIU College of Medicine Faculty Group Practice takes the security and privacy of patient information very seriously. This notice is to help you understand the purpose for our collection of your **Social Security Number** and the measures that we take to ensure that systems and processes that we use are secure and that your Social Security Number is not disclosed.

You provide us with both demographic and medical history information as a new patient. This includes your name, address, date of birth, **Social Security Number**, as well as other data as part of the new patient registration materials.

We recognize the need to not disclose your personal information to any outside sources. We also recognize that only those internal persons who either provide you medical care or those who have administrative responsibilities in the Practice have a need to have access to this information. We use administrative, technical and physical security measures to protect your personal information which includes your **Social Security Number**. We also protect the identification and location of your personal information from being accessible to the public. Specifically addressing your **Social Security Number**, this information is used only for the following purpose:

- Verification of an individual's identity to ensure that reports about you and communications to you as well as medical record content is verifiably linked to the correct individual for maintenance and retrieval of information; and
- For the Practice to perform its duties and responsibilities relating to financial records, billing and collections and administration of health benefits.

We do not share your **Social Security Number** with other University departments nor with our affiliates or other companies that we work with except when there is an agreement or contract that a named entity or University department is performing functions in accordance with the normal course of doing business as a medical practice. Such entities or University departments are also held to privacy standards and undergo compliance training.

We would only share your **Social Security Number** with other entities as permitted by law. For example, when disclosure is expressly required by federal or state law or when there is a court order, or in a medical emergency when it is necessary to protect the health or life of an individual.

We hope this communication satisfies any questions you may have.

Reference - Florida Statue Section 119.071 (5) (a) (2).