



## Patient Portal Disclosure

### Disclosure:

Sebastopol Orthopaedics & Sports Medicine is offering access to a patient portal as a courtesy to our patients. This web-based patient portal is a secure tool that provides patients the ability to access their medical record and communicate with the office. This form is intended to inform you of the facts and risks surrounding the use of the web portal.

The patient portal is not a replacement for in-person health care. It is not appropriate to use this portal for emergency diagnosis or treatment. Sebastopol Orthopaedics & Sports Medicine will review non-urgent communications from patients during regular business hours. All urgent issues should be handled by calling the office at (707) 823-7602, not by using the patient portal.

### Health System Health Information Management (HIM) Policy & Procedures regarding the Patient Portal:

- Patients may have electronic access to certain parts of their health information through a secure web site linked to Sebastopol Orthopaedics & Sports Medicine electronic medical record system
- Certain results of a sensitive nature may not be viewable in the portal
- The patient portal allows non-urgent communication with physicians' offices via secure messaging
- Patient enrollment is by request through Sebastopol Orthopaedics & Sports Medicine
- Parents and legal guardians may be granted proxy access to their minor child's portal account
- Adult patients may designate another adult to have access to their portal account as a proxy
- Patients complete and sign the Patient Portal Access Consent Form to enroll/dis-enroll in the Sebastopol Orthopaedics & Sports Medicine Patient Portal, to authorize proxy access, or to revoke proxy access
- Sebastopol Orthopaedics & Sports Medicine is responsible for managing these requests

### Responsibilities of Patient Portal Users

Every authorized portal user has a responsibility to protect the confidentiality of health care records. All authorized portal users are expected to keep their portal user ID and password secure to prevent any unauthorized access to patient information. Sebastopol Orthopaedics & Sports Medicine is not liable for breaches of confidentiality arising from unauthorized use of such information. If you suspect that someone has learned your password, you should access the portal site immediately and change your password. If you become aware of a breach, for whatever reason, of this confidentiality, you are asked to promptly report it to the Office Manager at Sebastopol Orthopaedics & Sports Medicine at (707) 823-7602.