

Klamath Family Practice Center PC

Red Flag Notice

In order to comply with The Fair and Accurate Credit Act of 2003 and the recently enacted Federal Trade Commission “Red Flags” rule, Klamath Family Practice Center is required to implement an Identity Theft Prevention Program.

As part of this program, Klamath Family Practice Center is now required by the Federal Trade Commission to collect a copy of a valid Photo ID from each patient or patient’s guardian presenting to our office.

If you are unable to provide a valid Photo ID, Klamath Family Practice Center PC may not bill your insurance company, and you will have to pay for your visit at the time of service.

We apologize for any inconvenience that this may cause; however, this is a federal regulation with which we must comply. If you would like more information, please see this website:

<http://www.ftc.gov/os/statutes/fcrajump.shtm>

Why was FACTA amended to include Red Flag Rules? The Red Flag rules are designed to protect consumers from identity theft by requiring businesses like Klamath Family Practice Center PC to recognize activities that indicate the possible existence of identity theft.

What kind of activities will Klamath Family Practice Center PC watch for that may indicate identify theft?

Some items that may indicate identify theft, or “Red Flag” activities that we will watch for are:

- Documents provided for identification that appear to have been altered or forged.
- The photo ID provided by the patient is not consistent with the appearance of the patient requesting treatment.
- The SSN, birth date or other personal information provided is the same as that submitted by another patient.
- The patient requesting treatment is not able to produce personal identifying information such as driver’s license or insurance card.
- Notice from patients that they have received an Explanation of Benefits from their insurance company for services they never received.
- Medical records report medical treatment or conditions that are inconsistent with a physical exam or medical history as reported by the patient.

What will Klamath Family Practice Center PC do if they find Red Flag activities on my account? Klamath Family Practice Center PC has created policies and procedures to reduce the opportunity for identity theft, recognize signs of identity theft (Red Flags), and respond to Red Flags when identified. Klamath Family Practice Center PC staff has been trained on these policies and procedures and will monitor and update these policies for their effectiveness. Depending on the type of Red Flag identified Klamath Family Practice Center PC staff may do one or more of the following:

- Flag an account for suspected identity issues so that Klamath Family Practice Center PC staff will be alerted to watch for suspicious activity.
- Verify information provided by the patient by researching published public information.
- Contact a patient to discuss concern about a possible identity theft.

What will Klamath Family Practice Center PC do to reduce the risk of identity theft?

Klamath Family Practice Center PC requires a copy of a picture ID for each patient; this is used to confirm the patient’s identity and is kept in a secure protected environment for Klamath Family Practice Center PC use only. Klamath Family Practice Center PC has security policies in place to ensure that your data is safe from exposure or release to other parties. Our staff is trained in patient privacy, committed to protecting your information and on the alert for suspicious activity. Our computers and billing transactions are in compliance for identity theft.

What can I do to protect my identity? As a consumer of medical services there are several things you can do to help safeguard your identity, here are some suggestions:

- Safeguard your medical information; keep your medical insurance ID card and other information in a secure place like you would a credit card.
- Request an annual listing of all benefits paid by your insurer and review to be sure only service you or your dependents received are listed.
- If fraudulent activity is suspected be proactive in contacting the provider of service and investigating the situation.

Check your credit report. Starting in December 2004 you can get a free copy of your report from the three national consumer reporting agencies, depending on where you live. For more on free credit reports and when you can get yours, see PRC Fact Sheet 1, *Privacy Survival Guide*, www.privacyrights.org/fs/fs1-surv.htm.