

## Notice of Privacy Practices

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.

The Jangaard Clinic respects the privacy of your personal health information, and I am committed to maintaining your confidentiality. This Notice of Privacy Practices applies to all information and records related to your care that I have received or created. It extends to information received or created by myself, my employees, and volunteers (hereafter referred to as “we” and “our”). This Notice informs you about the possible uses and disclosures of your personal health information. It also describes your rights and our obligations regarding your personal health information.

We are required by law to:

- Maintain the privacy of your protected health information;
- Provide to you this detailed Notice of the legal duties and privacy practices relating to your personal health information; and
- Abide by the terms of the Notice that are currently in effect.

### **I. WAYS WE MAY USE AND DISCLOSE YOUR PERSONAL HEALTH INFORMATION FOR TREATMENT, PAYMENT AND HEALTH CARE OPERATIONS:**

You will be asked to sign an acknowledgment indicating you have received our Notice of Privacy Practices detailing how we will use and disclose your personal health information for purposes of treatment, payment and health care operations. We have described these uses and disclosures below and provide examples of the types of uses and disclosures we may make in each of these categories.

**For Treatment.** We will use and disclose your personal health information to provide, coordinate, or manage your health care and any related service. We may disclose your personal health information to facility and non-facility personnel who may be involved in your care, such as physicians, acupuncturists, nurses, massage practitioners, and physical therapists. We also may disclose personal health information to individuals who will be involved in your care after you leave the clinic.

**For Payment.** We may use and disclose your personal health information so that we can bill and receive payment for the treatment and services you receive at the clinic. This may include certain activities that your health insurance plan may undertake before it approves or pays for the health care services we recommend for you. Similarly, insurance companies may require that copies of your applicable medical records accompany any requests for payment of services already provided to you. For billing and payment purposes, we may disclose your personal health information to your representative, an insurance or managed care company, or another third party payer. **For Healthcare Operations.** We may use and disclose your personal health information for clinic operations. These activities include, but are not limited to, quality assessment activities, employee reviews, marketing activities, and conducting or arranging for similar business activities.

### **II. WE MAY USE AND DISCLOSE PERSONAL HEALTH INFORMATION ABOUT YOU FOR OTHER SPECIFIC PURPOSES SUCH AS THE FOLLOWING:**

**Individuals Involved in Your Care or Payment for Your Care.** Unless you object, we may disclose your personal health information to a family member or close personal friend, including clergy, who is involved in your care.

**Disaster Relief.** We may disclose your personal health information to an organization assisting in a disaster relief effort.

**As Required By Law.** We will disclose your personal health information when required by law to do so.

**Public Health Activities.** We may disclose your personal health information for public health activities. These activities may include, for example: Reporting to a public health or other government authority for preventing or controlling disease, injury or disability, or reporting child abuse or neglect; Reporting to the Federal Food and Drug Administration (FDA) concerning adverse events or problems with products for tracking products in certain

circumstances, to enable product recalls or to comply with other FDA requirements; to notify a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading a disease or condition; or For certain purposes involving workplace illnesses or injuries.

**Reporting Victims of Abuse, Neglect or Domestic Violence.** If we believe that you have been a victim of abuse, neglect or domestic violence, we may use and disclose your personal health information to notify a government authority if required or authorized by law, or if you agree to the report.

**Health Oversight Activities.** We may disclose your personal health information to a health oversight agency for oversight activities authorized by law. These may include, for example, audits, investigations, inspections and licensure actions or other legal proceedings. These activities are necessary for government oversight of the health care system, government payment or regulatory programs, and compliance with civil rights laws.

**Judicial and Administrative Proceedings.** We may disclose your personal health information in response to a court or administrative order. We also may disclose information in response to a subpoena, discovery request, or other lawful process; efforts must be made to contact you about the request or to obtain an order or agreement protecting the information.

**Law Enforcement.** We may disclose your personal health information for certain law enforcement purposes, including:

as required by law to comply with reporting requirements; to comply with a court order, warrant, subpoena, summons, investigative demand or similar legal process; to identify or locate a suspect, fugitive, material witness, or missing person; when information is requested about the victim of a crime if the individual agrees or under other limited circumstances; to report information about a suspicious death; to provide information about criminal conduct occurring at the clinic; to report information in emergency circumstances about a crime; or where necessary to identify or apprehend an individual in relation to a violent crime or an escape from lawful custody.

**Research.** We may allow personal health information of patients from our clinic to be used or disclosed for research purposes provided that the researcher adheres to certain privacy protections. Your personal health information may be used for research purposes only if the privacy aspects of the research have been reviewed and approved by a special Privacy Board or Institutional Review Board, if the researcher is collecting information in preparing a research proposal, if the research occurs after your death, or if you authorize the use or disclosure.

**Coroners, Medical Examiners, Funeral Directors, Organ Procurement Organizations.** We may release your personal health information to a coroner, medical examiner, funeral director or, if you are an organ donor, to an organization involved in the donation of organs and tissues.

**To Avert a Serious Threat to Health or Safety.** We may use and disclose your personal health information when necessary to prevent a serious threat to your health or safety or the health or safety of the public or another person. However, any disclosure would be made only to someone able to help prevent the threat.

**Military and Veterans.** If you are a member of the armed forces, we may use and disclose your personal health information as required by military command authorities. We may also use and disclose personal health information about foreign military personnel as required by the appropriate foreign military authority.

**Worker's Compensation.** We may use or disclose your personal health information to comply with laws relating to worker's compensation or similar programs.

**National Security and Intelligence Activities; Protective Services for the President and Others.** We may disclose personal health information to authorized federal officials conducting national security and intelligence activities or as needed to provide protection to the President of the United States, certain other persons or foreign heads of states or to conduct certain special investigations. **Appointment Reminders.** We may use or disclose personal health information to remind you about appointments.

**Treatment Alternatives.** We may use or disclose personal health information to inform you about treatment alternatives that may be of interest to you.

**Health-Related Benefits and Services.** We may use or disclose personal health information to inform you about health-related benefits and services that may be of interest to you.

### **III. YOUR AUTHORIZATION IS REQUIRED FOR OTHER USES OF PERSONAL HEALTH INFORMATION**

We will use and disclose personal health information (other than as described in this Notice or required by law) only with your written Authorization. You may revoke your Authorization to use or disclose personal health information in writing at any time. If you revoke your Authorization, we will no longer use or disclose your personal health information for the purposes covered by the Authorization, except where we have already relied on the Authorization.

### **IV. YOUR RIGHTS REGARDING YOUR PERSONAL HEALTH INFORMATION**

You have the following rights regarding your personal health information at the Jangaard Clinic..

**Right to Request Restrictions.** You have the right to request restrictions on our use or disclosure of your personal health information for treatment, payment or health care operations. You also have the right to restrict the personal health information we disclose about you to a family member, friend or other person who is involved in your care or the payment for your care. We are not required to agree to your requested restriction (except that while you are competent you may restrict disclosures to family members or friends). If we do agree to accept your requested restriction; we will comply with your request except as needed to provide you emergency treatment.

**Right of Access to Personal Health Information.** You have the right to inspect and obtain a copy of your medical or billing records or other written information that may be used to make decisions about your care, subject to some limited exceptions. We may charge a reasonable fee for our costs in copying and mailing your requested information. We may deny your request to inspect or receive copies in certain limited circumstances. If you are denied access to personal health information, in some cases you will have a right to request review of the denial. This review would be performed by a licensed health care professional designated by the clinic who did not participate in the decision to deny.

**Right to Request Amendment.** You have the right to request the clinic to amend any personal health information maintained by the clinic for as long as the information is kept by or for the clinic. Your request must be made in writing and must state the reason for the requested amendment. We may deny your request for amendment if the information: was not created by the clinic, unless the originator of the information is no longer available to act on our request; is not part of the personal health information maintained by or for the clinic; is not part of the information to which you have a right of access; or is already accurate and complete, as determined by the clinic. If we deny your request for amendment, we will give you a written denial including the reasons for the denial and the right to submit a written statement disagreeing with the denial.

**Right to an Accounting of Disclosures.** You have the right to request an "accounting" of our disclosures of your personal health information. This is a listing of certain disclosures of your personal health information made by the clinic or by others on our behalf, but does not include disclosures for treatment, payment and health care operations or certain other exceptions. To request an accounting of disclosures, you must submit a request in writing, stating a time period beginning after Jan 1, 2008 that is within six years from the date of your request. An accounting will include, if requested: the disclosure date; the name of the person or entity that received the information and address, if known; a brief description of the information disclosed; a brief statement of the purpose of the disclosure or a copy of the authorization or request; or certain summary information concerning multiple similar disclosures. The first accounting provided within a 12-month period will be free; for further requests, we may charge you our costs.

**Right to a Paper Copy of This Notice.** You have the right to obtain a paper copy of this Notice, even if you have agreed to receive this Notice electronically. You may request a copy of this Notice at any time.

**Right to Request Confidential Communications.** You have the right to request that we communicate with you concerning personal health matters in a certain manner or at a certain location. For example, you can request that we contact you only at a certain phone number. We will accommodate your reasonable requests.

### **I. COMPLAINTS**

If you believe that your privacy rights have been violated, you may file a complaint in writing with the clinic or with the Secretary of Health and Human Services. We will not retaliate against you if you file a complaint.

### **II. CHANGES TO THIS NOTICE**

We will promptly revise and distribute this Notice whenever there is a material change to the uses and disclosures, your individual rights, our legal duties, or other privacy practices stated in this Notice. We reserve the right to change this Notice and to make the revised or new Notice provisions effective for all personal health information already received and maintained by the clinic as well as for all personal health information we receive in the future. We will post a copy of the current Notice in the clinic. In addition, we will provide a copy of the revised Notice to all patients.

### **III. FOR FURTHER INFORMATION**

If you have any questions about this Notice or would like further information concerning your privacy rights, please contact the Jangaard Clinic at 360.331.6470.