



NOTICE OF PRIVACY PRACTICES

- I. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET TO THIS INFORMATION.

PLEASE REVIEW CAREFULLY.

- II. WE HAVE A LEGAL DUTY TO SAFEGUARD YOUR PROTECTED HEALTH INFORMATION (PHI).

This notice explains how we use and share your protected health information (PHI for short). We are required by law to protect the privacy of PHI and to follow the privacy practices described in this notice.

PHI includes information that we create or receive about your past, present or future health or condition, the provision of health care to you, or the payment for health care provided to you. In general, we may not use or share any more PHI than is necessary to accomplish our purpose.

- III. **HOW WE MAY USE AND SHARE YOUR PHI**

We use and share PHI for many different reasons. Below, we describe the different reasons and give you some examples of each category.

A. Use of PHR for Treatment, Payment or Health Care Operations. We may use PHI for the following reasons:

- a. **For Treatment.** We may use and share PHI with physicians, nurses, medical students and others who provide you with health care services or are involved in your care. For example, if you are being treated for a knee injury, we may share PHI with the physical therapist in order to coordinate your care.
- b. **For Payment.** We may use and share PHI in order to bill and collect payments for the treatment and services provided to you. For example, we may share PHI with your health plan, to get paid for the health services we provided to you. We may also share PHI with billing companies and companies that process our health care claims.
- c. **For Health Care Operations.** We may use and share PHI in order to operate this facility. For example, we may use PHI in order to evaluate the quality of health care services that you receive, or to evaluate the health care professionals who provide services to you. We may also share PHI with our accountants, attorneys and others in order to make sure we are complying with the laws that affect us.

B. Other uses of PHI. We use and share your PHI for the following reasons:

- a. **Reports required by law.** We may report PHI when the law requires us to give information to government agencies and law enforcement about victims of abuse, neglect or domestic violence when dealing with gunshot and other wounds, or when required in a legal proceeding.
- b. **Public Health.** We may report PHI about births, deaths, and other diseases to government officials in charge of collecting that information. We may provide PHI relating to death to coroners, medical examiners and funeral directors.
- c. **Health Oversight.** We may report PHI to assist the government when it investigates or inspects a health care provider or organization.
- d. **Organ Donation.** We may notify organ banks to assist them in organ, eye or tissue donation and transplants.
- e. **Research.** We may use PHI in order to conduct medical research.
- f. **To Avoid Harm.** We may report PHI to law enforcement, in order to avoid a serious threat to the health or safety of a person or the public.
- g. **Other Government Functions.** We may report PHI for certain military and veterans' activities, national security and intelligence purposes, protective services for the President of the United States, or correctional facility.
- h. **Workers' Compensation.** We may report PHI in order to comply with Workers' Compensation laws.
- i. **Appointment Reminders and Health-Related Benefits or Services.** We may use PHI to give you appointment reminders, or give other Health care services or benefits we offer.

C. Use and Disclosures For Which You Have The Opportunity To Agree Or Object:

Disclosures To Family, Friends or Others. We may disclose your PHI to a family member, close friend or any other person that is involved in your care or the payment of your care, unless you object.