

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.

Mountain Park Health Center is committed to protecting the confidentiality of your medical information and required by law to do so. This notice describes how we may use and disclose your medical information to carry out treatment, payment, healthcare operations, and for other purposes required by law and your rights to access and control your protected health information.

HOW YOUR MEDICAL INFORMATION WILL BE USED AND DISCLOSED.

Each time you visit a physician or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination, test results, diagnosis, treatment and a plan for future care or treatment. This information, often referred to as your medical record, serves as a:

- Basis for planning your care and treatment.
- Means of communication among the professionals who contribute to your care.
- Legal document describing the care you received.
- Means by which you or a third-party payer can verify that services billed were actually provided.
- A tool in educating health professionals.
- A source of information for public health officials charged with improving the health of the nation.
- A source of data for medical research.
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.
- Understanding what is in your medical record and how your health information is used helps you to:
- Ensure its accuracy.
- Better understand who, when, and why others may access your health information.
- Make more informed decisions when authorizing disclosure to others.

USES AND DISCLOSURES THAT MAY BE MADE WITHOUT YOUR AUTHORIZATION.

In accordance with the Health Insurance Portability and Accountability Act of 1996, Mountain Park Health Center may use or disclose your health information in the following situations without your authorization. Any other disclosures will be made only with your written authorization.

Treatment: Information obtained by a nurse, provider, or other member of your healthcare team will be recorded in your medical record and used to determine the course of treatment that should work best for you. We may also disclose your health information to others that need the information to treat you such as physicians, physician assistants, nurse practitioners, medical students and others involved in your care. Your information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you. We may use and disclose your medical information to contact you of either upcoming appointments or missed appointments.

Payment: A bill may be sent to you, your health plan or your insurance carrier for payment of services provided to you. The information on the accompanying bill may include information that identifies you, as well as your diagnosis, procedures and supplies used. Your health plan or insurance company may request to see parts of your medical record before they will pay us for your treatment.

Operations: We may use or disclose your health information, as needed, to support the business activities of this clinic. These activities include quality assessment activities, employee review activities, training of medical students and licensing. This information will be used in an effort to continually improve the quality and effectiveness of the healthcare and services we provide. In addition, we may use a sign-in sheet at the reception areas and by our financial interviewers where you will be asked to sign your name and indicate your appointment time. We may also call you by name in the waiting room when your provider is ready to see you.

Business Associates: We will share your health information with business associates that perform various activities for our clinic. Some of our business associates include radiology services, contracted laboratory testing, medical transcription service, record copy service, collection agency, and record storage facility. To protect your health information, we require the business associate to appropriately safeguard your information.

Treatment Alternatives: We may contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you. Your name, address, and e-mail may be used to send you a newsletter about changes in our practice and/or new services that may be offered. If you do not want to receive these materials, please contact our Privacy Officer and request that these materials not be sent to you.

Required by Law: We may use or disclose health information to the extent that federal, state or local law requires the disclosure. We may disclose your protected health information to a public health authority authorized by law to receive reports of child abuse or neglect. If providers at Mountain Park believe that you have been a victim of abuse, neglect or domestic violence, we must report this and provide specific information to law enforcement officials.

Public Health: We may disclose certain health information for public health purposes as required by law. Mountain Park is required to report births, deaths and communicable diseases to the State of Arizona. Mountain Park will use your health information for payment.

Legal Proceedings: We may use or disclose your health information in the course of certain judicial proceedings, court orders, or tribunals; in response to a subpoena or search warrant; or for other lawful processes. We may also disclose medical information to assist law enforcement officials in identifying or locating a person, prosecute a crime of violence, or to report criminal conduct at Mountain Park.

Research: We may use or disclose your health information for research, such as studying the effectiveness of various treatments. We will take appropriate steps to protect the privacy and security of your health information under the law.

Health Oversight: We may use or disclose your health information to a health oversight agency for activities authorized by law such as audits, investigations or inspections and participation in other healthcare programs. The health oversight agencies include both state and federal agencies, as well as The Joint Commission.

Funeral Directors, Coroners, and Medical Examiners: We may disclose health information concerning deceased patients to funeral directors, coroners or medical examiners to assist them in carrying out their duties.

Food and Drug Administration (FDA): We may disclose to the FDA health information relative to adverse events with respect to product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacements.

Workers' Compensation: Per Arizona State law, we are required to give information to the Arizona Workers' Compensation Program for work-related injuries.

Military Activity and National Security: If you are a member of the armed forces, we may disclose your health information to personnel from the armed forces. We may disclose your health information to federal officials for intelligence and national security purposes.

Threats to Health or Safety: We may share your information when needed to lessen a serious and imminent threat to health or safety of you or other people.

YOU HAVE CHOICES ABOUT THESE USES AND DISCLOSURES

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising, we may contact you for fundraising efforts, but you can tell us not to contact you again and we will comply with your request.

YOUR HEALTH INFORMATION RIGHTS

Although your medical record is the physical property of Mountain Park, you have certain rights related to the health the information it contains.

You have the right to inspect and copy your health information.

You have the right to review your own health information (medical record and billing information) and obtain a copy of that information in the form and format as agreed to. We reserve the right to charge a reasonable, cost-based fee for copies of the information.

You have the right to request a restriction of your health information.

You may ask us not to use or disclose any part of your health information for the purposes of treatment, payment, or healthcare operations. We are not required to agree with your request, but if we do agree, we will comply with that agreement. When you are paying for a service out of pocket and request that we do not provide information about it to your health plan or insurer, we must comply with the request, unless the disclosure is required by law. If you wish to request a restriction, submit your request, in writing to the Medical Records Department and describe your request in detail. We will notify you if we are unable to agree to your request for restriction.

You have the right to confidential communications.

You may request us to communicate with you in a way that you feel gives you the most confidentiality. For example, you can ask that we do not call your home and instead communicate with you by mail. To do this, please submit your request in writing to the Medical Records Department. We will do our best to comply with all reasonable requests.

You have the right to amend your health information.

You have the right to request that your health information be amended if you believe some information is wrong or incomplete.

You have the right to receive an accounting of certain disclosures of your medical information.

This right applies to disclosures for purposes other than treatment, payment or healthcare operations as described above. You have the right to receive specific information regarding disclosures that have occurred after August 1, 2009.

You have the right to obtain a paper copy of this notice.

You have a right to a paper copy of this notice. Copies are available upon request at each department's reception desk.

MOUNTAIN PARK'S RESPONSIBILITIES:

Mountain Park is required to:

- Maintain the privacy and security of your health information. Upon discovery of a breach that compromises the security or privacy of your health information, you will be notified no later than 60 days after the occurrence of the breach.
- Follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us in writing that we can. If you tell us we can, you may change your mind at any time by submitting a written request to the Medical Records Supervisor.

Mountain Park reserves the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, Mountain Park will mail a written notice to the address you've supplied us. Mountain Park will not disclose your health information without your authorization, except as described in this notice.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions and would like additional information, you may contact the Compliance Officer at (602) 323-3485. If you believe your privacy rights have been violated, you can file a complaint with the Compliance Officer or with the Secretary of Health and Human Services toll-free at 1-877-696- 6775. There will be no retaliation for filing a complaint. This notice was published and becomes effective on September 1, 2015.