

HIPAA 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 CAREFULLY.

This Notice of Privacy Practices is being provided to you as a requirement of the Health Insurance Portability and Accountability Act (HIPAA). This Notice describes how we may use and disclose your Protected Health Information (PHI) to carry out treatment, payment or health care operation and for other purposes that are permitted or required by law. It also describes your rights to access and control your Protected Health Information in **some cases**. Your "Protected Health Information" means any of your written and oral health information, including demographic data that can identify you. This health information is created or received by our office (your health care provider) and/or other physicians whose care you are under, and that relates to your past, present or future physical or mental health condition.

I. Uses and Disclosures of Protected Health Information

The practice may use your protected health information for purposes of providing treatment, obtaining payment for treatment and conducting health care operations. Your protected health care information may be used or disclosed only for these purposes unless Topeka Sports & Family Chiropractic LLC has obtained your authorization or the use or disclosure is otherwise permitted by the HIPAA Privacy Regulations or State Law. Disclosures of your protected health information for the purposes described in this Notice may be made in writing, orally or by facsimile.

- A. Treatment:** We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party for treatment purposes. For example, we may disclose your protected health information to a pharmacy to fulfill a prescription, to a laboratory to order a blood test, or to a home health care agency that is providing care in your home. We may also disclose protected health information to other physicians who may be treating you or consulting with your physician with respect to your care. In some cases, we may also disclose your protected health information to an outside treatment provider for purposes of the treatment activities of the other provider.
- B. Payment:** Your protected health information will be used, as needed, to obtain payment for the services that we provide. This may include certain communications to your health insurer to obtain approval for the treatment that we recommend. For example, if a hospital admission is recommended, we may need to disclose information to your health insurer to obtain prior approval for the hospitalization. We may also disclose protected health information to your insurance company to determine whether you are eligible for benefits or whether a particular service is covered under your health plan. In order to obtain payment for your services, we may also need to disclose your protected health information to your insurance carrier to demonstrate the medical necessity of the services or, as required by your insurance company, for utilization review. We may also

disclose patient information to another provider involved in your care for the other provider's payment activities.

C. Operations: We may use or disclose your protected health information, as necessary, for our own health care operations and to provide quality of care to our patients. Health care operations include such activities as:

- Quality assessment and improvement activities
- Employee review activities
- Training programs including those in which students, trainees, or practitioners in health care learn under supervision
- Accreditation, certification, licensing or credentialing activities
- Review and auditing, including compliance review, medical reviews, legal reviews and maintaining compliance programs.
- Business management and general administrative activities.

In certain situations, we may also disclose patient information to another provider or health plan for their health care operations.

D. Other Uses and Disclosures: As part of treatment, payment and healthcare operations, we may also use or disclose your protected health information for the following purposes:

- To remind you of your appointment
- To inform you of potential treatment alternative or options
- To inform you of health-related benefits or services that may be of interest to you.

II. Uses and Disclosures Beyond Treatment, Payment and Health Care Operations Permitted without Authorization or Opportunity to Object

Federal privacy rules allow us to use or disclose your protected health information without your permission or authorization for a number of reasons including the following:

A. When Legally Required: We will disclose your protected health information when we are required to do so by any Federal, State or Local law.

B. When There Are Risks to Public Health: We may disclose your protected health information for the following public activities and purposes:

- To prevent, control or report disease, injury or disability as permitted by law.
- To report vital events such as birth or death as permitted or required by law.
- To conduct public health surveillance, investigations and interventions as permitted or required by law.
- To collect or report adverse events and product defects, track FDA regulated products, enable product recalls, repairs or replacements to the FDA and to conduct post marketing surveillance.
- To notify a person who has been exposed to a communicable disease or who may be at risk of contracting or spreading a disease as authorized by law.
- To report to an employer information about an individual who is a member of the workforce as legally permitted or required by law.

C. To Report Abuse, Neglect Or Domestic Violence:

We may notify government authorities if we believe that a patient is the victim of abuse, neglect or domestic violence. We will make this disclosure only when specifically required or authorized by law or when the patient agrees to the disclosure.

D. To Conduct Health Oversight Activities:

We may disclose your protected health information to a health oversight agency for activities including audits; civil, administrative, or criminal investigations, proceedings, or actions; inspections; licensure or disciplinary actions; or other activities necessary for appropriate oversight as authorized by law. We will not disclose your health information if you are the subject of an investigation and your health information is not directly related to your receipt of health care or public benefits.

E. In Connection with Judicial and Administrative Proceedings:

We may disclose your protected health information in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal as expressly authorized by such order or in response to a signed authorization.

F. For Law Enforcement Purposes:

We may disclose your protected health information to law enforcement official for law enforcement purposes as follows:

- As required by law for reporting of certain types of wounds or other physical injuries.
- Pursuant to court order, court-ordered warrant, subpoena or summons.
- For the purpose of identifying or locating a suspect, or missing person.
- Under certain limited circumstances, when you are a victim of a crime.
- To a law enforcement official if the practice has a suspicion that your death was the result of a criminal conduct.
- In an emergency in order to report a crime.

G. To Coroners, Funeral Directors and for Organ Donation:

We may disclose protected health information to a coroner or medical examiner for identification purposes, to determine cause of death or for the coroner or medical examiner to perform other duties authorized by law. We may also disclose protected health information to a funeral director, as authorized by law, in order to permit the funeral director to carry out their duties. We may disclose such information in reasonable anticipation of death. Protected health information may be used and disclosed for cadaveric organ, eye or tissue donation purposes.

H. For Research Purposes:

We may use or disclose your protected health information for research when the use or disclosure for research has been approved by an institutional review board or privacy board that has reviewed the research proposal and research protocols to address the privacy of your protected health information.

I. In the Event of A Serious Threat to Health Or Safety:

We may, consistent with applicable law and ethical standards of conduct use or disclose your protected health information if we believe, in good faith, that such use or disclosure is necessary to prevent or lessen a serious and imminent threat to your health or safety or to the health and safety of the public.

J. For Specified Government Functions: In certain circumstances, the federal regulations authorize the practice to use or disclose your protected health information to facilitate specified government functions relating to military and veteran activities, national security, and intelligence activities, protective services for the President and others, medical suitability determinations, correctional institutions, and law enforcement custodial situations.

K. For Worker's Compensation: The practice may release your protected health information to comply with worker's compensation laws.

III. Uses and Disclosures Permitted Without Authorization But With Opportunity to Object:

We may disclose your protected health information to your family member or a close personal friend if it is directly relevant to the person's involvement in your care or payment related to your care. We can also disclose your information in connection with trying to locate or notify family members or others involved in your care concerning your location, condition or death.

You may object to these disclosures. If you do not object to these disclosures or we can infer from circumstances that you do not object or we determine, in the exercise of our professional judgment, which it is in your best interests for us to make disclosure of information that is directly relevant to the person's involvement with your care, we may disclose your protected health information as described.

IV. Uses and Disclosures Which You Can Authorize:

Other than as stated above, we will not disclose your protected health information other than with your written authorization. You may revoke your Authorization in writing at any time except to the extent that we have taken action In reliance upon the authorization.

V. Your Rights:

You have the following rights regarding your health information:

A. The right to inspect and copy our protected health information:

You may inspect and obtain a copy of your protected health information that is contained in a designated record set for as long as we maintain the protected health information. A "designated record set" contains medical and billing records and any other records that your physician and the practice use for making decisions about you.

Under Federal law, however, you may not inspect or copy the following records:

- Psychotherapy Notes
- Information compiled in reasonable anticipation of or for use in a civil, criminal or administrative action or proceeding

Depending on the circumstances, you may have the right to have a decision to deny access reviewed.

We may deny your request to inspect or copy your protected health information if, in our professional judgment, we determine that the access requested is likely to endanger your life or safety or that of another person, or that it is likely to cause substantial harm to another person, or that it is likely to cause substantial harm to another person referenced within the information. You have the right to request a review of this decision.

To inspect and copy your medical information, you must submit a written request to the Privacy Officer whose contact information is listed on the last pages of this Notice. If you request a copy of your information, we will charge you a fee for the cost of copying, mailing and other costs incurred by use in complying with your request.

Please contact the Privacy Officer if you have questions about access to your medical record.

B. The right to request a restriction on uses and disclosures of your Protected Health information:

You may ask us not to use or disclose certain parts of your protected health information for the purposes of treatment, payment or health care operations. You may also request that we not disclose your health information to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested to whom you want the restrictions apply.

The practice is not required to agree to a restriction that you may request. We will notify you if we deny your request to a restriction. If the practice does agree to the requested restriction, we may not use or disclose your protected health information in violation of that restriction unless it is needed to provide emergency treatment. Under certain circumstances, we may terminate our agreement to a restriction. You may request a restriction by contacting the Privacy Officer.

C. The right to request to receive confidential communication from us by alternative means or at an alternative location.

You have the right to request that we communicate with you in certain ways. We will accommodate reasonable requests. We may condition this accommodation by asking you for information as to how payment will be handled or specifications of alternative address or other method of contact.

We will require you to provide an explanation for your request. Request must be made in writing to the Privacy Officer.

D. The right to have your physician amend your protected health information:

You may request an amendment of protected health information about your in a designated record set for as long as we maintain this information. In certain cases, we may deny your request for an amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal. Request for amendment must be in writing and must be direct to our Privacy Officer. In this written Request, you must also provide a reason to support the requested amendments.

E. The right to receive an accounting:

You have the right to request an account of certain disclosures of your protected health information made by the practice. This right applies to disclosures for purposes other than treatment, payment, health care operations as described in this Notice of Privacy Practices. We are also not required to account for disclosures that you requested, disclosures that you agreed to by signing an authorization form, disclosures for a facility directory, to friends or family members involved in your care or certain other disclosure we are permitted to make without your authorization. The request for an accounting must be made in writing to our Privacy Officer. The request should specify the time period sought for the accounting.

Accounting request may not be made for periods of time in excess of six year. We will provide for the first account you request during any 12 month period without charge. Subsequent request will be subject to a reasonable cost-based fee.

F. The right to obtain a copy of this Notice:

You will need to sign a copy of this Notice which will be filed in your chart. You may also request a copy of this Notice for your own records.

VI. Our Duties:

The practice is required by law to maintain the privacy of your protected health information and to provide you with this Notice of our duties and privacy practices. We are required to abide by terms of this Notice as may be amended from time to time. We reserve the right to change the terms of this Notice and to make the new Notice provisions effective for all protective health information that we maintain. If the practice changes its Notice, we will provide a copy of the revised Notice through an in person contact or via regular mail at your request.

VII. Complaints:

You have the right express complaint to the practice and to the Secretary of Health and Human Services if you believe that your privacy rights have been violated. You may complain to the practice by contacting the practice's Privacy Officer in writing, using the Contact information below. We encourage you to express any concerns you may have regarding the privacy of your information. You will not be retaliated against in any way for filing a complaint.

VIII. Contact Person:

The practice's contact person for all issues regarding patient privacy and your rights under the Federal privacy standards is the Privacy Officer. Information regarding matters covered in this Notice can be request by contacting the Privacy Officer. Complaints against the practice, can be mailed to the Privacy Officer at:

**Dr. Stephone Stephens
2025 SW Urish Rd. Ste 101
Topeka, KS 66615**

Indicate on the envelope - **Personal & Confidential**

IX. Effective Date: June 1, 2015

I have read and understand the Notice of Privacy Practices given to me:

Patient Name (Printed) & Signature

Date