

# HIPAA NOTICE OF PRIVACY PRACTICES

## **MIDWEST REHABILITATION, P.A.**

### **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.**

This notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

#### **1. Uses and Disclosures of Protected Health Information (PHI)**

Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your health care bills, to support the operation of the physician's practice, and other use required by law.

##### **a. TREATMENT**

We will use and disclose your PHI 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 example, we would disclose your PHI as necessary, to a home health agency that provides care to you. For example, your PHI 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. It is your right to restrict disclosures of PHI to a health plan with respect to health care for which you have paid out of pocket in full for those services.

##### **b. PAYMENT**

Your PHI will be used as needed to obtain payment for your health care services. For example, obtaining approval for hospital stay may require that your relevant PHI be disclosed to the health care plan to obtain approval for the hospital admission.

##### **c. HEALTHCARE OPERATIONS**

We may use or disclose, as needed, your PHI in order to support the business activities of your physician's practice. These activities include but are not limited to; quality assessment activities, employee review activities, training of medical students, licensing, and conducting or arranging for other business activities. For example, we may disclose your PHI to medical school students that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your physician. We may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your PHI as necessary, to contact you to remind you of your appointment.

We may use or disclose your PHI in the following situations without your authorization. These situations include: as required by law, public health issues

as required by law, Communicable Diseases, health oversight, abuse or neglect, Food and Drug Administration requirements, Legal Proceedings, law enforcement, coroners, funeral directors, organ donation, research, criminal activity, military activity and national security, worker's compensation, inmate, required uses and disclosures, under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 1654.500.

**d. SECURITY PROCEDURES**

We take steps to safeguard your PHI maintained both electronically and in paper form. We restrict access to your PHI to those employees and other authorized individuals who need to know that information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with government standards to guard your nonpublic personal information. It is our responsibility to notify you in an expedient manner if there should be a breach of unsecured PHI affecting you directly.

**2. Other Permitted and Required Uses and Disclosures**

- a. Will only be made with your consent, authorization or opportunity to object unless required by law.
- b. Most uses of and disclosures of PHI for marketing purposes and sales of PHI require the individual's authorization. We will never disclose PHI for these purposes.

**3. YOU MAY REVOKE this authorization at any time in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.**

**YOUR RIGHTS**

The following is a statement of your rights with respect to your PHI.

**1. You have the right to inspect and copy your PHI.**

- a. Under the federal law, however, you may not inspect or copy the following records, psychotherapy notes, information compiled in reasonable anticipation of, or use in, a civil action, criminal or administrative action or proceeding, and PHI that is subject to law that prohibits access to protected health information.

**2. You have the right to request a restriction of your PHI**

- a. This means you may ask us not to use or disclose any part of your PHI for the purposes of treatment, payment or healthcare operations. You may also request that any part of your PHI not be disclosed 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 and to whom you want the restriction to apply.
- b. Your physician is not required to agree to a restriction that you may request. If your physician believes it is in your best interest to permit use and disclosure of your PHI, your PHI information will not be restricted. You then have the right to use another Healthcare Professional.

**3. You have the right to request to receive confidential communication from us by alternative means or at an alternative location.**

- a. You have the right to obtain a paper copy of this notice from us upon request even if you have agreed to accept this notice alternatively i.e. electronically.

**4. You may have the right to have your physician amend your PHI.**

- a. 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.

**5. You have the right to receive an accounting of certain disclosures we have made, if any, of your PHI.**

- a. We reserve the right to change the terms of this notice and will inform you by mail of any changes. You then have the right to object or withdraw as provided in this notice.

**COMPLAINTS**

You may complain to us or the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our privacy officer of your complaint: Diana Arnold, 634 SW Mulvane, Suite 401, Topeka, KS 66606, telephone 785-357-6300.

**We will not retaliate against you for filing a complaint.**

This notice was published and becomes effective on/or before **September 1, 2013**.