

# Notice of Privacy Practices

We understand that medical information about you is personal. We are committed to protecting medical information about you. We will use your information to provide your care and treatment, create a record of the care and services you receive, bill your insurance and operate our facility in a diligent manner. We will safeguard your information and share it only with those who need or are entitled to know. We will obtain your permission for other use or disclosure.

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.

(Effective as of April 01, 2015)

## USES AND DISCLOSURE OF HEALTH INFORMATION

TREATMENT, PAYMENT AND HEALTH CARE OPERATIONS - Hermes Healthcare, Inc. uses and discloses your protected health information for treatment, payments and health care operations. Some examples of when our office may use or disclose your health care information for these purposes include:

- Sharing test results with other health care providers for confirmation of a diagnosis;
- Providing your diagnosis or other information about your health to your insurance provider or our billing service to obtain payment for the health care services we provide. We do use an outside billing service who follows the same privacy policies;
- Reviewing information as part of our quality improvement program.

OTHER USES AND DISCLOSURES Hermes Healthcare, Inc. may also use or disclose your protected health information, in compliance with guidelines outlined by law, for the following purposes:

- Providing you with information related to your health;
- Contacting you regarding appointments, information about treatment alternatives, or other health related services;
- Incidental uses or disclosures (e.g., Listing your name on a sign-in sheet, etc.);
- Compliance with all laws (including reports of suspected abuse, neglect or violence);
- Providing certain specified information to law enforcement or correctional institutions;
- Providing information to a coroner, medical examiner, funeral director, or organ procurement organization;
- Public health activities when requested by a public health authority or the FDA. ● Responding to health oversight agencies;

- Responding to court or administrative tribunal orders, subpoenas, discovery request or other lawful process;
- Research activities;
- When necessary to avert a serious threat to health or safety;
- Military affairs, veteran's affairs, national security, intelligence, Department of State, or Presidential protective service activities;
- Providing information regarding your location, general condition or death to public or private disaster relief agencies; or
  
- Informing a family member, other relative or close friend when:
- Information is relevant to the individual's involvement with your care; o Notification of your location, general condition or death; to assist in your health-care (e.g., pick-up prescriptions or other documents, note follow-up care instructions, etc.).

## AUTHORIZATION FOR OTHER USES

Hermes Healthcare, Inc. will make other uses and disclosure of your protected health information only after obtaining your written authorization

## YOUR RIGHTS REGARDING THE PRIVACY OF YOUR HEALTH INFORMATION

Subject to limitations outlined by law, you have certain rights related to use and disclosure of your protected health information, including the right to:

- Request restrictions on certain uses and disclosures. However, Hermes Healthcare, Inc. is not obligated to agree to requested restriction.
- Receive confidential communications of protected health information.
- Inspect and copy your protected health information with some limited exceptions;
- Amend your health information with some limited exceptions; ● Receive an accounting of disclosures of your health information; ● Obtain a copy of this notice.

## Hermes Healthcare, Inc. Duties Regarding the Privacy of your Health Information

Subject to limitations outlined by law, Hermes Healthcare, Inc. has certain duties related to your protected health information, including:

- Hermes Healthcare, Inc. is required by law to maintain the privacy of protected health information and to provide individuals with notice of our legal duties and privacy practices with respect to protected health information.



- Hermes Healthcare, Inc. is required to abide by the terms of the privacy notice that is currently in effect.
- Hermes Healthcare, Inc. reserves the right to change a privacy practice described in this notice and to make such change effective for all protected health information. Revised notice will be posted in our office and available upon request.

COMPLAINTS: If you believe your privacy rights have been violated, you may make a complaint by contacting our Privacy Officer, 7348 W. 21st Street, Suite 107, Wichita, KS 67205, 316-721-4828 or the Secretary for the Department of Health and Human Services 200 Independence Ave., S.W., Washington, DC 20201.

- No individual will be retaliated against for filing a complaint.

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