



## 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 IT CAREFULLY.**

### **USE AND DISCLOSURE OF HEALTH INFORMATION**

Entech Medical Staffing, hereinafter referred to as EMS, may use your health information for purposes of providing you treatment, obtaining payment for your care and conducting health care operations. Your health information may be used or disclosed only after EMS has obtained your written consent. EMS has established a policy to guard against unnecessary disclosure of your health information.

**THE FOLLOWING IS A SUMMARY OF THE CIRCUMSTANCES IN WHICH YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED AFTER YOU HAVE PROVIDED YOUR WRITTEN CONSENT:**

#### **To Provide Treatment**

EMS may use your health information to coordinate care within our company and with others involved in your care, such as your attending physician, members of our interdisciplinary team and other health care professionals who have agreed to assist EMS in coordinating care. For example, physicians involved in your care will need information about your symptoms in order to prescribe appropriate medications. EMS also may disclose your health care information to individuals outside of the Home Health agency involved in your care including family members that you have designated, clergy whom you have designated, pharmacists, suppliers of medical equipment or other health care professionals that EMS uses in order to coordinate your care.

#### **To Obtain Payment**

EMS may include your health information in invoices to collect payment from third parties for the care you receive from us. For example, EMS may be required by your health insurer to provide information regarding your health care status so that the insurer will reimburse you or EMS. We may also need to obtain prior approval from your insurer and may need to explain to the insurer your need for home health care and the services that will be provided to you.

#### **To Conduct Health Care Operations**

EMS may use and disclose health information for its own operations in order to facilitate the function of our agency and as necessary to provide quality care to all of our agency's patients. Health care operations include such activities as:

- Quality assessment and improvement activities.
- Activities designed to improve health or reduce health care costs.
- Protocol development, case management and care coordination.
- Contacting health care providers and patients with information about treatment alternatives and other related functions that do not include treatment.
- Professional review and performance evaluation.
- Training programs including those in which students, trainees or practitioners in health care learn under supervision.
- Training of non-health care professionals.
- Accreditation, certification, licensing or credentialing activities.
- Review and auditing, including compliance reviews, medical reviews, legal services and compliance programs. Business planning and development including cost management and planning related analyses and formulary development.
- Business management and general administrative activities of the Home Health agency

For example, EMS may use your health information to evaluate its staff performance, disclose your health information to our staff and contracted personnel for training purposes, use your health information to contact you as a reminder regarding a visit to you, or contact you or your family as part of general fundraising and community information mailings (unless you tell us you do not want to be contacted).

## **FEDERAL PRIVACY RULES ALLOW EMS TO USE OR DISCLOSE YOUR HEALTH INFORMATION WITHOUT YOUR CONSENT OR AUTHORIZATION FOR A NUMBER OF REASONS.**

### **When Legally Required**

EMS will disclose your health information when it is required to do so by any Federal, State or local law.

### **When There Are Risks to Public Health**

EMS may disclose your health information for public activities and purposes in order to:

- Prevent or control disease, injury or disability, report disease, injury, vital events such as birth or death and the conduct of public health surveillance, investigations and interventions.
- Report adverse events, product defects, to track products or enable product recalls, repairs and replacements and to conduct post-marketing surveillance and compliance with requirements of the Food and Drug Administration.
- Notify a person who has been exposed to a communicable disease or who may be at risk of contracting or spreading a disease.
- Notify an employer about an individual who is a member of the workforce as legally required.

### **To Report Abuse, Neglect Or Domestic Violence**

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

### **To Conduct Health Oversight Activities**

EMS may disclose your health information to a health oversight agency for activities including audits, civil administrative or criminal investigations, inspections, licensure or disciplinary action. However, EMS may 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.

### **In Connection With Judicial and Administrative Proceedings**

EMS may disclose your 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 subpoena, discovery request or other lawful process, but only when EMS makes reasonable efforts to either notify you about the request or to obtain an order protecting your health information.

### **For Law Enforcement Purposes**

EMS may disclose your health information to a law enforcement official for certain law enforcement purposes as follows:

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

### **To Coroners And Medical Examiners**

EMS may disclose your health information to coroners and medical examiners for purposes of determining your cause of death or for other duties, as authorized by law.

### **To Funeral Directors**

EMS may disclose your health information to funeral directors consistent with applicable law and if necessary, to carry out their duties with respect to your funeral arrangements. If necessary to carry out their duties, EMS may disclose your health information prior to and in reasonable anticipation of your death.

### **In the Event of a Serious Threat to Health or Safety**

EMS may, consistent with applicable law and ethical standards of conduct, disclose your health information if EMS in good faith believes that such 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.

### **For Specified Government Functions**

In certain circumstances, the Federal regulations authorize EMS to use or disclose your health information to facilitate specified government functions relating to military and veterans, national security and intelligence activities, protective services for the President and others, medical suitability determinations and inmates and law enforcement custody.

### **For Workers Compensation**

EMS may release your health information for workers' compensation or similar programs.

### **AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION**

Other than what is stated above, EMS will not disclose your health information without your written authorization. If you or your representative authorizes EMS to use or disclose your health information, you may revoke that authorization in writing at any time.

### **YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION**

You have the following rights regarding your health information that EMS maintains:

- **Right to request restriction**  
You may request restrictions on certain uses and disclosures of your health information. You have the right to request a limit on EMS's disclosure of your health information to someone who is involved in your care or the payment of your care. However, EMS is not required to agree to your request. If you wish to make a request for restrictions, please contact our President, Amy Gross, at 1-248-528-8090.
- **Right to receive confidential communication**  
You have the right to request EMS communicate with you in a certain way. For example, you may ask that we only conduct communications pertaining to your health information with you privately with no other family members present. If you wish to receive confidential communications, please contact Amy Gross at 1-248-528-8090. EMS will not request that you provide any reasons for your request and will attempt to honor your reasonable requests for confidential communications.
- **Right to inspect and copy your health information**  
You have the right to inspect and copy your health information, including billing records. A request to inspect and copy records containing your health information may be made to Amy Gross at 1-248-528-8090. If you request a copy of your health information, EMS may charge a reasonable fee for copying and assembling costs associated with your request.
- **Right to amend health care information**  
If you or your representative believes that your health information records are incorrect or incomplete, you may request that the Home Health agency amend the records. That request may be made as long as the information is maintained by EMS. A request for an amendment of records must be made in writing to Amy Gross at 1-248-528-8090. EMS may deny the request if it is not in writing or does not include a reason for the amendment. The request also may be denied if your health information records were not created by EMS, if the records you are requesting are not part of the EMS's records, if the health information you wish to amend is not

part of the health information you or your representative are permitted to inspect and copy, or if, in the opinion of EMS, the records containing your health information are accurate and complete.

- **Right to an accounting**

You or your representative have the right to request an accounting of disclosures of your health information made by EMS for any reason other than for treatment, payment or health operations. The request for an accounting must be made in writing to Amy Gross at 570 Kirts Blvd. Suite 237 Troy, MI. 48084. The request should specify the time period for the accounting. Accounting requests may not be made for periods of time in excess of six (6) years. Subsequent accounting requests may be subject to a reasonable cost-based fee.

- **Right to a paper copy of this notice**

You or your representative have a right to a separate paper copy of this Notice at any time even if you or your representative have received this Notice previously. To obtain a separate paper copy, please contact Amy Gross @ 570 Kirts Blvd. Suite 237 Troy, MI. 48084 1-248-528-8090.

### **DUTIES OF THE HOME HEALTH AGENCY**

EMS is required by law to maintain the privacy of your health information and to provide to you and your representative this Notice of its duties and privacy practices. EMS is required to abide by the terms of this Notice which may be amended from time to time. EMS reserves the right to change the terms of its Notice and to make the new Notice provisions effective for all health information that it maintains. If EMS changes its Notice, we will provide a copy of the revised Notice to you or your appointed representative. You or your personal representative have the right to express complaints to EMS and to the Secretary of Health and Human Services if you or your representative believe that your privacy rights have been violated. Any complaints to EMS should be made in writing to Amy Gross at 570 Kirts Blvd. Suite 237 Troy, MI. 48084. EMS encourages 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.

### **CONTACT PERSON**

EMS's contact person for all issues regarding patient privacy and your rights under the Federal privacy standards:

Amy Gross, President  
570 Kirts Blvd.  
Troy, MI. 48084  
248-528-8090

### **YOU MAY FILE A COMPLAINT ABOUT OUR PRIVACY PRACTICES**

**1-866-627-7747** Secretary, Health and Human Services

**1-866-788-4989 (tty)** Office of Civil Rights

U.S. Department of Health and Human Services

200 Independence Avenue, SW

Room 509F, HHH Building

Washington, D.C. 20201

### **EFFECTIVE DATE**

This Notice is effective April 14, 2003

**I acknowledge receipt of the Notice of Privacy Practices.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_