

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

If you have any questions please contact a HIPAA Compliance Committee Member at
(913)620-1616

OUR RESPONSIBILITIES

- **WE ARE REQUIRED BY LAW TO MAINTAIN THE PRIVACY & SECURITY OF YOUR PROTECTED HEALTH INFORMATION [PHI].**
- **WE WILL LET YOU KNOW PROMPTLY IF A BREACH OCCURS THAT MAY HAVE COMPROMISED THE PRIVACY OR SECURITY OF YOUR INFORMATION.**
- **WE MUST FOLLOW THE DUTIES & PRIVACY PRACTICES DESCRIBED IN THIS NOTICE & GIVE YOU A COPY OF IT.**
- **WE WILL NOT USE OR SHARE YOUR INFORMATION OTHER THAN AS DESCRIBED HERE UNLESS YOU TELL US WE CAN IN WRITING. IF YOU TELL US WE CAN, YOU MAY CHANGE YOUR MIND AT ANY TIME. LET US KNOW IN WRITING IF YOU CHANGE YOUR MIND.**

YOU HAVE THE RIGHT TO:

Get a copy of your paper or electronic medical record.

- You can ask to see or get an electronic or paper copy of your medical records & other health information we have about you.
- To obtain a copy of your medical record, you must contact our office request & complete a medical record release form.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost based fee.

Correct your paper or electronic medical record.

- You can ask us to correct health information about you that you think is incorrect or incomplete.
- To request a correction, you must contact our medical records representative & request a Chart Amendment Form.
- We may say "No" to your request, but we'll tell you why in writing within 60 days.

Request Confidential communication.

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.

- To request confidential communication, please complete the special instructions area of the PHI Restriction Form. Your request must specify how or where you wish to be contacted.
- We will say "Yes" to all reasonable requests.

Ask us to limit the information we share.

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, & we may say "No" if it would affect your care.

Get a list of those with whom we've shared your information.

- You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we share it with, & why.
- We will include all the disclosures except those about treatment, payment & health care operations, & certain other disclosures (such as any you asked us to make).
- We will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.
- To request an accounting of disclosures, make your request in writing, to: **Heartland Weight Loss**, 11401 Nall Ave, Ste 216, Leawood, KS 66211

Get a copy of this privacy notice.

- You can ask for a paper copy of this notice any time. We will provide you a paper copy promptly.
- You can view an electronic copy via www.heartlandweightloss.com

Choose someone to act for you.

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights & make choices about your health information.
- We will make sure the person has this authority & can act for you before we take any action.

File a complaint if you believe your privacy rights have been violated.

- If you believe your privacy rights have been violated, you may file a complaint with our office or with the US Department of Health & Human Services.
- To file a complaint with our office, contact our office for a HIPAA Complaint Form. You will not be penalized for filing a complaint.
- To file a complaint with the US Department of Health & Human Services, contact their office at 200 Independence Avenue SW, Washington, DC 20201, calling 877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaint/.

YOU HAVE SOME CHOICES IN THE WAY THAT WE USE AND SHARE INFORMATION AS WE:

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, & we will follow your instructions.

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

If you are unable to tell us your preference, for example, if you are unconscious, we may go ahead & share your information if we believe it is in your best interest. We may also share information when needed to lessen a serious & imminent threat to health or safety.

In the below-described instances we will never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Psychotherapy Notes

WE MAY USE AND SHARE YOUR INFORMATION AS WE:

Medical Treatment

- We can use your health information & share it with other professionals who are treating you
- *Example: A doctor treating you for diabetes asks another doctor about your overall health condition*

Run our organization

- We can use & share your health information to run our practice, improve your care, & contact you when necessary
- *Example: We use health information about you to manage your treatment & services.*

Bill for your services

- We can use & share your health information to bill & get payment from health savings plans or other entities.
- *Example: We give information about you to your health savings plan so it will pay for your services.*

We are allowed or required to share your information in other ways – usually in ways that contribute to public good, such as public health & research. We have to meet many conditions in the law before we can share your information for these purposes. For more info see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health & safety issues. We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

Do research

- We can use or share your information for health research

Comply with the law

- We will share information about you if state or federal laws require it, including with the Dept of HHS if it wants to see that we're complying with federal privacy law.

Respond to organ & tissue donation requests

- We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address worker's compensation, law enforcement, & other government requests

- We can use or share health information about you for worker's compensation claims.
- We can use or share health information about you for law enforcement purposes or with a law enforcement officer.
- We can use or share health information about you with health oversight agencies for activities authorized by law.
- We can use or share health information about you for special government functions such as military, national security, & presidential protective services.

Respond to lawsuits & legal actions

- We can share health information about you in response to a court or administrative order, or in a response to a subpoena.

<p>CHANGES TO TERMS OF THIS NOTICE</p>

We can change the terms of this notice, & the changes will apply to all information we have about you. The new notice will be available upon request.