

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.

Head to Toe Healthcare PLC (H2T) collects health information about you or your dependents and stores them in a paper or electronic chart record. The medical record is the property of this medical practice but the information is yours. The law permits H2T to use or disclose the health information for the following purposes:

How This Medical Practice May Use or Disclose Your Health Information:

Treatment. H2T may use and disclose your medical information to H2T employees and others who are involved in providing the care you need. This includes but not limited to, referral to other physicians, healthcare facilities, pharmacies, laboratories, and family members if necessary.

Payment. H2T may use and disclose your medical information to obtain payment for the services H2T provide. This includes but not limited to, insurance verification/eligibilities, claims, collections and benefits coordination with other/third parties.

Health Care Operations. H2T may use and disclose your medical information to operate H2T. This includes but not limited to, administrative and managerial functions, financial or billing audits, benefit coverage, internal quality assurance, claims submissions through clearinghouses, manage care participations, personnel decisions, defense of legal matters, business/compliance planning, legal services, fraud and abuse detection and H2T business associates.

Appointment Reminders. H2T may use and disclose your medical information to contact and remind you about your appointments; via phone/text/email or mail unless you inform H2T otherwise. H2T could leave a message on your answering machine or with the person who answers the phone when you are not available.

Sign/Check In. H2T may use and disclose your medical information to call out your name when you are ready to be seen.

Family Notification and Communication. H2T may use and disclose your medical information to notify/assist in notifying family members, your representatives or personnel that are responsible for your care unless you instruct H2T otherwise and during emergency circumstances. If you are unable or available to agree or object, H2T health professionals will use their best judgment in communicating with your family and others as they see appropriate.

Marketing. H2T may use and disclose your medical information to give you information about products/services that might be of interest to you such as potential treatment alternatives/options and health related benefits.

Sale of Health Information. H2T will not sell your health information without your prior written authorization unless there's a change in ownership of this medical practice. In that event, you have the right to request your health information transferred to another physician or medical practice.

Required by Law. As required by law, H2T may use and disclose your health information when the law requires H2T to report abuse, neglect or domestic violence or respond to judicial administrative proceedings or to assist law enforcement officials.

Public Health. As required by law, H2T may use and disclose your health information to public health authorities such as CDC, FDA to prevent or control disease, injuries or disability, or for other health oversight activities.

Coroners, Medical Examiners and Funeral Directors. H2T may use and disclose your medical information to coroners in connection with death investigation as permitted by law.

Organs or Tissue Donation. H2T may use and disclose your medical information to organizations involving in procuring, banking or transplanting organs and tissues.

Public Safety. H2T may use and disclose your medical information to appropriate persons in order to prevent or lessen a serious and imminent threat to health or safety of individual or others.

Specialized Government Functions. H2T may use and disclose your medical information to correctional institutions, law enforcement officers that have you in custody and for military or national security purposes.

Workers' Compensation. H2T may use and disclose your medical information to comply with workers' compensation laws.



Breach Notification. In case of a breach of unsecured protected health information, we will notify you as required by law. H2T may use your current e-mail to communicate or other methods when available and in some circumstances our business associates may provide the notification on H2T behalf.

Research. H2T may use and disclose your medical information to researchers conducting research with respect to which your written authorization is not required as approved by an Institutional Review Board or privacy board, in compliance with government law.

Fundraising. H2T may use and disclose your demographic information to inform you of our fundraising activities.

When H2T May Not Use or Disclose Your Health Information:

Except as described in this Notice of Privacy Practices, H2T will not use or disclose your health information which identifies you without your written authorization. If you do authorize H2T to use or disclose your health information for another purpose, you may revoke the authorization in writing at any time.

Your Health Information Rights:

Right to Request Special Privacy Protections/Restrictions: You have the right to request restrictions on certain uses and disclosures of your health information by written request specifying what information you want to limit and what limitations on H2T use or disclosure you wish H2T to impose such as your fully paid out-of-pocket expenses; unless H2T must disclose them for your continuation of treatment or legal reasons. H2T reserved the right to accept or decline your request.

Right to Request Confidential Communications. You have the right to request how you receive your health information through alternative means or location. H2T will consider all reasonable request submitted in writing and reserve the right to accept or decline your request.

Right to Inspect and Copy. You have the right to inspect and copy your health information with limited exceptions. Request must be submitted in writing detailing what information you want to access. H2T will charge a fee to cover H2T costs for labor, supplies, postage and cost of preparing an explanation or summary.

Right to Amend or Supplement. You have the right to request H2T to amend your health information that you believe is incorrect or incomplete in writing and include the reasons for your request. H2T reserved the right to accept or decline your request.

Right to Accounting of Disclosures. You have the right to receive an accounting of disclosures of your health information made by H2T, except that H2T does not have to account for disclosures provided to you or pursuant to your written authorization or as described in Treatment, Payment, Health Care Operations, Family Communication and Notification and Specialized Government Functions of this Notice of Privacy Practices or use or disclosure permitted by law. H2T will charge a fee to cover H2T costs for labor, supplies, postage and cost of preparing an explanation or summary.

Right to a Paper or Electronic Copy of this Notice. You have the right to receive a paper copy of this Notice of Privacy Practices at any time.

Right to Revoke Permission. You have the right to revoke your authorization to use and disclose you health information at any time, except to the extent that action has already been taken.

Changes to this Notice of Privacy Practices:

H2T reserves the right to amend this Notice of Privacy Practices at any time in the future. Until such amendment is made, H2T is required by law to comply with the terms of this Notice currently in effect. Revised Notice will be made available to you.

Complaints:

If you believe are not satisfied with the manner in which H2T handles your health information, you may direct your concern in writing to H2T Privacy Officer addressed above. You may also submit a formal complaint with the Secretary of the Department of Health and Human Services. H2T will not retaliate against you for filing a complaint.

Effective Date of this Notice: September 21, 2013





7406 N. La Cholla Blvd
Tucson, Arizona 85741

520-545-0202

www.headtoehealthcare.org

