

ANGELIC COMPANIONS CARE SERVICES

HIPPA PRIVACY NOTICE

In compliance with HIPAA - The Health Insurance Portability and Accountability Act of 1996

Your Information. Your Rights. Our Responsibilities.

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.**

Rights

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information Angelic Companions Care Services share
- Get a list of those with whom Angelic Companions Care Services shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

Your Choices

You have some choices in the way that Angelic Companions Care Services use and share information as Angelic Companions Care Services:

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

Our Uses and Disclosures

Angelic Companions Care Services may use and share your information as Angelic Companions Care Services:

- Treat you
- Run our organization

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- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information Angelic Companions Care Services have about you. Ask us how to do this.
- Angelic Companions Care Services will provide a copy or a summary of your health information, usually within 30 days of your request. Angelic Companions Care Services may charge a reasonable, cost-based fee.

Ask us to correct your medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- Angelic Companions Care Services may say “no” to your request, but Angelic Companions Care Services will tell you why in writing within 60 days.

Request confidential communications

- 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.
- Angelic Companions Care Services will say “yes” to all reasonable requests.

Ask us to limit what Angelic Companions Care Services use or share

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- You can ask us not to use or share certain health information for treatment, payment, or our operations. Angelic Companions Care Services are not required to agree to your request, and Angelic Companions Care Services may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. Angelic Companions Care Services will say “yes” unless a law requires us to share that information.

Get a list of those with whom Angelic Companions Care Services we’ve shared information

- You can ask for a list (accounting) of the times Angelic Companions Care Services shared your health information for six years prior to the date you ask, who Angelic Companions Care Services shared it with, and why.
- Angelic Companions Care Services will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). Angelic Companions Care Services 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.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. Angelic Companions Care Services will provide you with a paper copy promptly.

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 and make choices about your health information.
- Angelic Companions Care Services will make sure the person has this authority and can act for you before Angelic Companions Care Services take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel Angelic Companions Care Services have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- Angelic Companions Care Services will not retaliate against you for filing a complaint.

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HIPPA PRIVACY NOTICE**Your Choices**

For certain health information, you can tell us your choices about what Angelic Companions Care Services share. If you have a clear preference for how Angelic Companions Care Services share your information in the situations described below, talk to us. Tell us what you want us to do, and Angelic Companions Care Services will follow your instructions.

In these cases, you have both the right and choice to tell us to:

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

If you are not able to tell us your preference, for example if you are unconscious, Angelic Companions Care Services may go ahead and share your information if Angelic Companions Care Services believe it is in your best interest. Angelic Companions Care Services may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases, Angelic Companions Care Services never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- Angelic Companions Care Services may contact you for fundraising efforts, but you can tell us not to contact you again

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Our Uses and Disclosures

How do Angelic Companions Care Services typically use or share your health information?

Angelic Companions Care Services typically use or share your health information in the following ways.

Treat you

Angelic Companions Care Services can use your health information and share it with other professionals who are treating you.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run our organization

Angelic Companions Care Services can use and share your health information to run our practice, improve your care, and contact you when necessary.

Example: Angelic Companions Care Services use health information about you to manage your treatment and services.

Bill for your services

Angelic Companions Care Services can use and share your health information to bill and get payment from health plans or other entities.

Example: Angelic Companions Care Services give information about you to your health insurance plan so it will pay for your services.

How else can Angelic Companions Care Services use or share your health information?

Angelic Companions Care Services is allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. Angelic Companions Care Services have to meet many conditions in the law before Angelic Companions Care Services can share your information for these purposes. For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

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Help with public health and safety issues

Angelic Companions Care Services 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

Angelic Companions Care Services can use or share your information for health research.

Comply with the law

Angelic Companions Care Services will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that Angelic Companions Care Services are complying with federal privacy law.

Respond to organ and tissue donation requests

Angelic Companions Care Services can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

Angelic Companions Care Services can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests

Angelic Companions Care Services can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

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Respond to lawsuits and legal actions

Angelic Companions Care Services can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

- Angelic Companions Care Services are required by law to maintain the privacy and security of your protected health information.
- Angelic Companions Care Services will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- Angelic Companions Care Services must follow the duties and privacy practices described in this notice and give you a copy of it.
- Angelic Companions Care Services will not use or share your information other than as described here unless you tell us Angelic Companions Care Services can in writing. If you tell us Angelic Companions Care Services can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

Angelic Companions Care Services can change the terms of this notice, and the changes will apply to all information Angelic Companions Care Services have about you. The new notice will be available upon request, in our office, and on our website www.angeliccompanions.com

If you have any complaints regarding your **Privacy Rights**, please contact the administrator to address your complaints or concerns in writing or in person:

Donnita Reynolds

770-899-7102

Fax: 770-694-6277

dreynolds@angeliccompanions.com

If you feel your **Privacy Rights and/or Civil Rights** have been violated, please refer to **How Do You File a Complaint** Policy & Procedures.

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