

NOTICE

USE & DISCLOSURE OF PROTECTED HEALTH INFORMATION

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.

VNA Health Care is required by law to maintain the privacy of protected health information and to provide you with notice of its legal duties and privacy practices. VNA Health Care must abide by the terms of the notice currently in effect; however VNA Health Care reserves the right to change the terms of this notice as well as make the new provisions effective for all protected health information maintained. If there is a change, VNA Health Care will inform you of this change at your next scheduled appointment or upon your request. In addition, a copy of the effective notice will be posted at all times in the office, with a date notifying you of the most recent update.

VNA HEALTH CARE IS NOT REQUIRED TO OBTAIN CONSENT OR AUTHORIZATION TO USE AND DISCLOSE INFORMATION ABOUT YOU UNDER THE FOLLOWING CIRCUMSTANCES:

- For purposes of treatment, payment, and healthcare operations, including the release of information to:
 - An insurance company, Medicare, Medicaid
 - Any person or entity affiliated with billing and quality and risk management
 - Any hospital, nursing home, or other health care facility in which you may be admitted
 - Any assisted living or personal care facility
 - Any physician providing you care
 - Any business association of VNA Health Care
 - Licensing and accrediting bodies
- When VNA Health Care is required by law
- For certain public health activities or health care oversight activities
- When VNA Health Care reasonably believes that you are a victim of abuse, neglect or domestic violence
- In certain judicial administrative hearings
- In certain circumstances, to coroners, medical examiners and funeral directors
- For certain law enforcement purposes
- For cadaveric organ, eye or tissue donation purposes
- For certain research purposes
- For workers' compensation purposes
- For specialized government functions, including military and veterans' activities, national security and intelligence activities, medical suitability determinations, correctional institution and custodial situations

VNA HEALTH CARE IS ONLY REQUIRED TO INFORM YOU IN ADVANCE AND ALLOW YOU TO OBJECT TO THE USE AND DISCLOSURE OF INFORMATION ABOUT YOU UNDER THE FOLLOWING CIRCUMSTANCES:

- For use in a directory of individuals served by VNA Health Care
- To a family member, other close relative, close personal friend, or other identified person involved in your care
- To a public or private entity authorized by law or charter to assist in disaster relief efforts

USES AND DISCLOSURES NOT SPECIFICALLY ADDRESSED IN THIS NOTICE WILL BE MADE ONLY WITH YOUR WRITTEN AUTHORIZATION, INCLUDING:

- Psychotherapy notes (notwithstanding the provisions allowing uses)
- Marketing, except face-to-face communication and promotional gifts of nominal value

YOUR RIGHTS

Subject to certain conditions, you have the right under the law, to:

- Request restrictions on certain uses and disclosure of information about you (although VNA Health Care is not required to agree with the request)
- Receive confidential communication of protected health information
- Inspect and copy protected health information
- Amend protected health information
- Receive an accounting of disclosures
- Obtain a paper copy of this notice

COMPLAINTS

If you believe your privacy rights have been violated, you may complain to VNA Health Care and the Secretary of the U.S. Department of Health and Human Services. There will be no retaliation for complaints filed. For further information or to make a complaint, contact:

VNA Health Care at (866) 246-1919

-OR-

The U.S. Department of Health and Human Services, Office of the Secretary
200 Independence Avenue, S.W. Washington, D.C. 20201
(202) 616-0257 OR Toll Free 1-877-696-6775