

NOTICE OF PRIVACY PRACTICES FOR 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.

Cedar River Clinics are committed to protecting the privacy of your health record and the confidentiality of your visit. Your healthcare record, known as a chart, and the information it contains will not be disclosed to any one or any agency outside of Cedar River Clinics without written authorization from you unless such a release is required by law.

Cedar River Clinics will use your health information for the purpose of:

- **Treatment**
Information obtained by a healthcare provider or staff member will be recorded in your record and used to determine the best course of treatment for you. This includes the coordination or management of your health care with a third party.
- **Payment**
Your information will be used, as needed to obtain payment for your health care services. For example, a bill may be sent to you or to a third party payer. The information on the bill may include information that identifies you, as well as your diagnosis, procedure, and supplies used.
- **Regular Healthcare Operations**
Members of the medical staff or the quality improvement/risk management staff may use information in your health record to assess the care you received and outcomes of your care. This information will then be used in the Continuous Quality Improvement program of Cedar River Clinics which may include training of medical staff and employee review activities.
- **Business Associates**
Cedar River Clinics provide some services through contracts with business associates. An example is a collection agency. To protect your health information, however, we require the business associate to appropriately safeguard your information.

If requested, we are required by law to report:

- **Food and Drug Administration (FDA)**
As required by law, Cedar River Clinics may disclose to the Food and Drug Administration (FDA) health information relative to adverse events with respect to product defects, product recalls, repairs or replacement.
- **Public Health**
Cedar River Clinics may disclose your health information, as required by law, to public health or legal authorities charged with preventing or controlling disease, injury or disability.
- **Law Enforcement**
Cedar River Clinics may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

Your Health Information Rights

Although your health record is the physical property of Cedar River Clinics, the information it contains belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information
- Obtain a paper copy of the notice of privacy practices upon request
- Inspect and copy your health record
- Amend your health record. If we deny your request for amendment, you have the right to file a statement of disagreement with us.
- Obtain an accounting of disclosures of your health information
- Request communication of your health information by alternative means or at alternative locations.
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken

Our Responsibility

Cedar River Clinics are required to:

- Maintain the privacy of your health information
- Provide you with a notice as to Cedar River Clinics' legal duties and privacy practices with respect to information Cedar River Clinics collects and maintains about you
- Abide by the terms of this notice
- Notify you if Cedar River Clinics are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations

Cedar River Clinics reserves the right to change practices and to make the new provisions effective for all protected health information Cedar River Clinics maintains. Should Cedar River Clinics' information practices change, we will make a reasonable effort to notify you of this change.

For More Information or to Report a Complaint

If you have questions, or if you want to report a complaint, please contact Cedar River Clinics' Privacy Officer, at 206-267-2701 ext. 1503. Complaints may also be filed with the Secretary of Health and Human Services.

I have read this privacy notice and I have been given ample time to ask questions regarding the information it contains. I understand Cedar River Clinics will hold my record to the highest standard of privacy and confidentiality and will only release my personal health information when so authorized by me in writing, or when required by law to do so.

Signature

Date