

THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE ACCESSED, USED AND DISCLOSED.

### Introduction

This Notice of Health Information Practices describes the personal information collected and disclosed by **Paradise Medical Group**, and certain rights for patients. This Notice was updated September 23, 2013 from the original Notice of April 14, 2003, and applies to all protected health information as defined by California or federal laws and regulations.

### Understanding your Health Information

Health records are typically created or updated when you visit your Paradise Medical Group healthcare provider or your provider manages your healthcare. Health records may include symptoms, examinations, test results, diagnoses, treatment, and a plan for future care or treatment. These records serve as a:

- Basis for planning your care and treatment;
- Means of communication among other healthcare professionals who contribute to your care;
- Legal document describing the care you received;
- Record verifying the services billed were provided;
- A source of data for medical research;
- A source of data for public health officials;
- A tool to improve care and outcomes.

Your understanding of the contents of your health record will help ensure its accuracy and help better understand who, what, when, where and why your health information may be disclosed.

**Your Health Information Rights.** The health record database is the property of Paradise Medical Group. Patients have certain rights to the health record information, including the right to:

- Obtain a copy of this Notice of Health Information Practices;
- Inspect and receive a copy of your health record
- Submit a request to amend your health record;
- Obtain an accounting of certain disclosures of your health information;
- Request communications of your health information by alternative means or locations;
- Request a restriction on certain uses and disclosures of information;
- Request to not disclose certain health information to your insurance plan when paying cash for all treatment associated with that health information;
- Revoke an authorization to use or disclose health information, except to the extent it has already been used or disclosed.

### Paradise Medical Group's Responsibilities. Paradise Medical Group will:

- Provide patients with a copy of this Notice of Health Information Practices;
- Maintain the privacy of your health information;
- Notify you if we were unable to agree to a request to restrict the use or disclosure of health information;
- Restrict disclosures of certain protected health information, such as psychotherapy notes, unless specific written authorization has been provided by the patient or authorized representative.
- Accommodate reasonable requests to communicate health information by alternative means or to alternative locations.

Paradise Medical Group reserves the right to modify its information management practices, to make new provisions effective, and to distributed updated notices consistent with applicable laws.

### For More Information, or to Report a Problem

If you believe your health information has been disclosed improperly, or have questions about Paradise Medical Group's health information privacy practices, you may write to James Logan, M.D., Compliance Officer, c/o Administrator, 6470 Pentz Road, Suite A, Paradise, CA 95969, or leave a message with a question at (530) 876-7829. Complaints about health information disclosure violations may also be filed, in writing, with the Office for Civil Rights:  
U.S. Department of Health and Human Services  
90-7th Street, Suite 4-100  
San Francisco, CA 94103

### Examples of Disclosures for Treatment, Payment, and Healthcare Operations

*Uses of health information for treatment.*

**For Example:** Information obtained by a physician, physician assistant, nurse practitioner, nurse, medical assistant or other member of your health care team will be recorded in your health record and used to determine the course of treatment. Your provider will document in your record observations, actions, expectations, and assessments so he or she will know how you are responding to treatment.

Subsequent healthcare providers may also receive copies of health reports or records that will assist him or her in evaluating and treating you, including transmissions through a regional health data information exchange.

*Uses of health information for payment.*

**For Example.** Information on or accompanying your bill may include information that identifies you, diagnoses established during a clinic health evaluation, and procedures and supplies in the course of your treatment. Bills for services may be sent to you, an account guarantor or a third party payer such as your insurance company or government payer.

*Uses of health information for regular health operations.*

**Examples.**

*Quality improvement.* Paradise Medical Group may use information in your health record to review by quality teams to improve the quality of care and service.

*Business associates.* Services provided by business associates of Paradise Medical Group may include contracted services requiring the disclosure of health information. Paradise Medical Group requires business associates to appropriately safeguard protected health information. Examples include information technology vendors, laboratory interface operators, copy services, etc.

*Communication with family and others.* Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, such health information relevant to that person's involvement in your care, or payment related to your care.

*Notification.* Paradise Medical Group may disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition.

*Research.* Paradise Medical Group may disclose information for institutional research when such research has been approved by an institutional review board and there are protocols established to protect health information.

*Funeral directors.* Personal and health information may be disclosed to funeral directors, consistent with applicable laws and for the carrying out of the director's duties.

*Organ procurement organizations.* Consistent with applicable law, your personal and health information may be disclosed to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of transplant or tissue donation.

*Public health disclosures.* Paradise Medical Group may disclose your health information to regional, state or federal public health agencies or legal authorities charged with the preventing or controlling of disease, injury or disability.

*Food and Drug Administration (FDA).* Paradise Medical Group may disclose to the FDA health information relative to adverse events with respect to food, supplements, products and product defects, or post-marketing surveillance information to enable product recalls, repairs or replacement.

*Marketing.* Paradise Medical Group may contact you to provide information about treatment alternatives, services, health benefits, appointment reminders, or other benefits or services that may be of interest to you.

*Workers' Compensation.* Personal health information and records may be disclosed to the extent authorized and to the extent necessary to comply with workers' compensation laws.

*Law enforcement.* Paradise Medical Group may disclose health information and records for law enforcement purposes as required by law or in response to a valid subpoena.

Federal and state laws may provide for your health information to be released to an appropriate health oversight agency, public health authority, or attorney, provided that a work force member or business associate believes in good faith that Paradise Medical Group has engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers, or the general public.



## NOTICE OF HEALTH INFORMATION AND PRIVACY PRACTICES

Revised September 20, 2013