



Notice of Privacy Policies For Inspira Urgent Care

THIS NOTICE IS A SUMMARY OF OUR PRIVACY POLICES WHICH DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. THE WHOLE DOCUMENT MAY BE VIEWED ANYTIME AT YOUR REQUEST.

Introduction

At Inspira Urgent Care we are committed to treating and using protected health information about you responsibly. This notice is a summary of our Privacy Policies; the whole may be viewed at any time at your request. This notice of Health information Practices describes the personal information we collect, and how and when we use or disclose the information. It also describes your rights as they relate to your protected health information. This notice is effective April 14, 2003 and applies to all protected health information as defined by federal regulations.

Understanding your Health Record/Information

Each time you visit Inspira Urgent Care, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment,
- Means of Communication among the many health professionals who contribute to your care.
- Legal Document describing the care you received,
- Means by which you or a third party payer can verify that services billed were actually provided,
- A tool in education health professionals,
- A source of information for public health officials charged with improving the health of this state and the nation.
- A source of data for our planning and marketing
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy, better understand who, what, when, where and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of Inspira Urgent Care, the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of information practices upon request,
- Inspect and copy your health record as provided in 45 CFR 164.524,



- Amend your health record as provided in 45 CFR 164.524,

Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.524

- Request communication of your health information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.524
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken

Our Responsibilities

Inspira Urgent Care is required to:

- Maintain the privacy of your health information.
- Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you.
- Abide by the terms of this notice
- Notify you if we are unable to agree to a requested restriction, and
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you've supplied us, or if you agree, we will email the revised notice to you.

We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue using or disclosing your health information after we have received a written revocation of the authorization according to the procedures included in the authorization.

For more information or to report a problem

If you have questions and would like additional information you may contact our Privacy Officer at (856)589-3708

If you believe your privacy rights have been violated you can file a complaint with the Privacy Officer or with the Office for Civil Rights, U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint with either the Privacy Officer or The Office for Civil Rights. The address for the OCR is listed below:

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Ave, S.W
Room 509F, HHH Building
Washington, D.C.20201



Examples of Disclosures for treatment, Payment, and Health Operations

We will use your health information for treatment.

For example: Information obtained by a physician or other member of your health care team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his or her expectation of the members of your health care team. Members of your health care team will then record the actions they took and their observations. In this way, the physician will know how you are responding to treatment.

We will use your health information for payment.

For example: A bill may be sent to you or a third party payer. The information on or accompanying the bill may include information that identifies you as well as your diagnosis, procedures, and supplies used. We will use your health information for regular health operations. For example: Members of the medical staff or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. The information will then be used in effectiveness of the healthcare and services we provide.

Business associates: There are some services provided in our organization through contacts with business associates. Examples include physician's services in the emergency department and radiology, and certain laboratory tests. When these services are contracted, we may disclose your health information to our business associates so that they can perform the job we've asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, we require the business associate to appropriately safeguard your information.

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

Notification: We may use or 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.

Funeral Directors: We may disclose health information to funeral directors consistent with applicable law to carry out their duties.

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

Workers Compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

Public Health: As required by law, we may disclose your health information to the public health or legal authorities charged with preventing or controlling disease, injury, or disability.



Law Enforcement: We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provide that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.