

Notice of Privacy Practices

Rehab Resources, Inc.

(hereafter referred to as RRI)

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.

Your Health Care Information – Protecting Your Privacy

It is your right as a patient to be informed of the privacy practices of the health care provider as well as to be informed of your privacy rights with respect to your personal health information. This Notice of Privacy Practices is intended to provide you with this information.

Rehab Resources Inc.'s Responsibilities

It is your right as a patient to be informed of RRI's legal duties with respect to protection of the privacy of your personal health information.

Rehab Resources, Inc. is Required to:

- Maintain the privacy of your health information; .
- Provide you with a notice of the legal duties and privacy practices regarding protected health information collected and maintained about you; and .
- Abide by the terms of this notice.

RRI reserves the right to change the terms of the notice of privacy practices and make the new notice provisions effective for all protected health information that it maintains. RRI also reserves the right to change the terms of its notice with respect to any applicable more limited uses and disclosures.

RRI will promptly revise and distribute its notice whenever RRI makes a substantial change to any of its privacy practices. The updated notice of privacy practices can also be obtained at our website: www.rehabresourcesinc.com.

RRI will not use or disclose your health information without your authorization, except as described in this notice.

Your Health Information Rights

You Have the Right to:

- . **Request a restriction on certain uses and disclosures of your health information.** You have the right to request restrictions on certain uses and disclosures of protected health information, even if the restriction affects your treatment or RRI's payment or health care operation activities. However, RRI is not required to agree to your requested restriction.
- . **Receive Confidential Communications.** You have the right to request that RRI communicate your health information to you by alternative means or at alternative locations. RRI shall accommodate reasonable requests.
- . **Inspect and Obtain a Copy of Your Health Record.** You have the right to inspect and obtain a copy of your health care record. This request for access to your health care record must be submitted in writing to the Privacy Officer. This right may not apply to certain types of psychotherapy notes and RRI may charge you a reasonable fee for a copy of your health care record.
- . **Amend Your Health Record.** You have the right to request an amendment to your health care record if you believe your health information is incorrect or incomplete. You may be asked to make this request in writing and state the reason why your health record should be changed. If

RRI did not create the health information you believe is incorrect or if RRI disagrees with you, RRI may deny your request.

. **Obtain an Accounting of Disclosures of Your Health Information.** You have the right to an accounting of disclosures of your health information that RRI has made in compliance with state and federal law. The accounting will describe the dates of each disclosure, a brief description of information disclosed and the reason for disclosure. You will receive one accounting per year, if desired, at no charge and RRI may charge you a reasonable fee for each subsequent request.

. **Obtain a Paper Copy of the Notice Upon Request.** You have the right to obtain a paper copy of the notice upon request.

Uses and Disclosures for Treatment, Payment and Health Care Operations

RRI is permitted by the federal privacy rule to use or disclose your protected health information for treatment, payment or health care operations.

RRI May Use or Disclose Your Health Information for Treatment.

Section 1: Uses and Disclosures of Protected Health Information Based Upon Your Written Consent.

You will be asked by RRI to sign a consent form. Once you have signed the consent allowing for the use and disclosure of your protected health information for treatment, payment, and health care operations, your therapist will use or disclose your protected health information as described in this Section 1. Your protected health information may be used and disclosed by your therapist, our office staff, and others outside the office that are involved in your care and treatment for the purpose of providing health care services for you. Your protected health information may also be used and disclosed to pay your health care bills and to support the operation of the therapist's practice.

The following are examples of the types of uses and disclosures of your protected health care information that Rehab Resources Inc. office is permitted to make once you have signed the consent form. These examples are not meant to be exhaustive, but to describe the types of uses and disclosures that may be made by our office once you have provided consent.

Treatment: We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party that has already obtained your permission to have access to your protected health information. For example, we would discuss your protected health information, as necessary, to a home health agency that provides care to you. We will also disclose protected health information to other health care providers who may be treating you when we have the necessary permission from you to disclose information. For example, your protected health information may be provided to a physician to whom you have been referred to ensure that the therapist has the necessary information to diagnose or treat you.

In addition, we may disclose your protected health information from time to time to another physician or health care provider (e.g. a specialist or laboratory) who, at the request of your therapist, becomes involved in your care by providing assistance with your health care diagnosis or treatment to your therapist.

RRI May Use or Disclose Your Health Information for Payment.

RRI may use or disclose your health information to obtain reimbursement for the provision of health care services. The bill may include information that identifies you, your diagnosis and your treatment.

RRI may use or disclose your information to your insurer to obtain payment for the provision of health care services.

RRI May Use or Disclose Your Health Information for Routine Health Care Operations. RRI may use or disclose your health information for evaluation: of patient care services, evaluating the performance of health care providers, activities relating to compliance with the law and business planning and development.

Uses or Disclosures of Your Protected Health Information Permitted Without Your Authorization.

Without your written authorization, RRI may use or disclose your health information for the following purposes:

As Required by Law: RRI may use or disclose protected health information to the extent that the use or disclosure is required by law and the use or disclosure complies with and is limited to the relevant requirements of the law. Uses or requirements of state law include the following:

- Disclosures about victims of elderly or child abuse;
- Disclosures for judicial and administrative proceedings;
- Disclosures for law enforcement purposes.

Public Health: As required by law, RRI may disclose your protected health information to the State of Wisconsin for the purpose of statutory reporting.

RRI may disclose our protected health information excluding mental health, alcohol or drug abuse or developmental disabled or HIV test result to a state or federal public health agency for the purpose of preventing or controlling disease, injury or disability.

RRI may disclose your protected health information excluding your HIV test result without your authorization to a county agency investigating against child abuse.

RRI may disclose your protected health information excluding mental health, alcohol or drug abuse or developmental disabled or HIV test result without your authorization to the Food and Drug Administration (FDA).

RRI may disclose your protected health information that is reasonably related to a work related illness or injury if an application for workers' compensation has been filed.

RRI Victims of Abuse, Neglected or Domestic Violence: RRI may disclose health information if RRI reasonably believes that an individual is a victim of child or elderly abuse.

RRI Health Oversight Activities: RRI will not disclose HIV test results to health care oversight agencies without an authorization. RRI may disclose your mental health, alcohol or drug abuse or developmental disability related health information to the Department of Health and Family Services, to the county for coordination of human services and to a representative of the board on aging and long-term care, and to the Birth to 3 program. The remainder of your protected health information may be disclosed without your authorization to a state or federal agency.

Judicial and Administrative Proceedings: RRI may disclose your protected health information in response to a court order. RRI may disclose your protected health information in response to a subpoena, if RRI is a party to a court action, if RRI has received your authorization to disclose and has not complied within two business days, or RRI failed to respond to a request for workers' compensation records. RRI may disclose your protected health information excluding mental health, alcohol or drug abuse or developmental disabled or HIV test result in response to a subpoena from a state or federal agency.

Law Enforcement: RRI may disclose your protected health information except for HIV test results to county law enforcement officials for the reporting and investigation of elderly and/or child abuse. RRI may disclose your protected health information except for mental health, alcohol or drug abuse or developmental disabled or HIV test results to state and federal law enforcement officials. RRI may disclose mental health, alcohol or drug abuse or developmental disabled

protected health information for limited law enforcement purposes as required by law. RRI may disclose your protected health information to a law enforcement official in response to a court order.

For Activities Related to Death:

Coroner or Medical examiner: RRI may use or disclose your protected health information that is not an HIV test result or related to mental health, alcohol or drug abuse and developmental disabilities to a coroner or medical examiner.

Funeral Director: RRI may use or disclose your HIV test result to a funeral director.

For Cadaveric Organ, Eye or Tissue Donation Purposes: RRI may use or disclose your HIV test result to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation or cadaveric organs, eyes or tissue for the purpose of facilitating organ, eye or tissue donation and transplantation.

Research: RRI may use or disclose your protected health information for research purposes if the researcher has obtained your permission or fulfilled the stringent privacy requirements of state and federal law.

To Avoid a Serious Threat to Health or Safety: RRI may disclose your protected health information under limited circumstances to law enforcement officials to avert a serious threat to health or safety.

Disclosures for Specialized Government Functions: RRI may disclose protected health information excluding mental health, alcohol or drug abuse or developmental disabled or HIV test result for national security, for protection of the President and for medical suitability determination or of Armed Forces personnel to a state or federal agency.

RRI may disclose protected health information to limited staff of a correctional institution or a custodial law enforcement official for the provision of health care and the transport of inmates.

Workers Compensation: RRI may disclose protected health information reasonably related to a workers' compensation injury.

RRI has attempted to explain with this notice the circumstances where state law may be more protective than the federal privacy rule and provides greater privacy protection. Except for the situations listed above and treatment, payment or health care operation purposes, the use or disclosure of your health information requires RRI to obtain your written authorization. You may withdraw your authorization in writing at any time by submitting your written withdrawal to RRI's Privacy Officer.

Patient Complaint Process

If you believe your privacy rights have been violated, you may file a complaint with RRI or with the Secretary of the Department of Health and Human Services. There will be no retaliation against you for filing a complaint.

To file a complaint with RRI please contact the RRI Privacy Officer at (920) 885-4750 who will provide you with the necessary assistance.

Questions or Concerns

If you have any questions or concerns regarding your privacy rights or the information in this notice, please contact Rehab Resources at (920) 885-4750.

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