

# OakLeaf Clinics, Inc.

## Notice of Privacy Practices

### Your Information. Your Rights. Our Responsibilities

This notice describes how medical information about you may be disclosed and how you can get access to this information. **Please review it carefully.**

#### YOUR RIGHTS

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

- ✓ Get an electronic or paper copy of your medical record.
  - You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
  - We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
- ✓ Ask us to correct your medical record.
  - You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
  - We may say “no” to your request, but we’ll tell you why in writing within 60 days.
- ✓ Request confidential communications.
  - You can ask us to contact you in a specific way (for example, home or office phone) or mail to a different address.
  - We will say “yes” to all reasonable requests.
- ✓ Ask us to limit what we use or share.
  - You can ask us not to use or share certain health information for treatment, payment, or our operations.
  - We are not required to agree to your request, and we may say “no” if it would affect your care.
  - If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer.
  - We will say “yes” unless a law requires us to share that information.
- ✓ Get a list of whom we’ve shared information.
  - You can ask for a list (accounting) of the times we’ve shared your health information for six years before the date you asked, who we shared it with, and why.
  - We will include all the disclosures except those about treatment, payment, health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but charge a reasonable, cost-based fee if you ask for another within 12 months.
- ✓ Get a copy of this privacy notice.
  - You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
- ✓ Choose someone to act for you.
  - If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
  - We will ensure the person has the authority and can act for you before we act.
- ✓ File a complaint if you feel your rights are violated.
  - You can complain if you feel we have violated your rights by contacting us.
  - You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, SW, Washington, DC 20201, calling 1.877.696.6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
  - We will not retaliate against you for filing a complaint.

## YOUR CHOICES

You can tell us your choices about what we share for certain health information. Talk to us if you have a clear preference for how we share your information in the situations described below. Tell us what you want us to do, and we will follow your instructions.

- ✓ In these cases, you have both the right and choice to tell us to:
  - Share information with your family, close friends, or others involved in your care.
  - Share information in a disaster relief situation.
  - Include your information in a hospital directory.
- ✓ If you cannot tell us your preference, for example, if you are unconscious, we may share your information if we believe it is in your best interest. We may also share your information to lessen a serious or imminent threat to your health or safety.
- ✓ In these cases, we never share your information unless you give us permission:
  - Marketing purposes.
  - Sale of your information
  - Most sharing of psychotherapy notes
- ✓ In the case of fundraising:
  - We may contact you for fundraising efforts, but you can tell us not to contact you again.

## OTHER USES AND DISCLOSURES

Who do we typically use or share your health information? We typically use or share your health information in the following ways.

- ✓ Treat you. We can use your health information and share it with other professionals treating you.
  - Example: A doctor treating you for an injury asks another doctor about your health.
- ✓ Run our organization. We can use and share your health information to run our practice, improve your care, and contact you when necessary.
  - Example: We use health information about you to manage your treatment and services.
- ✓ Bill services. We can use and share health information to bill and get payment from health plans or other entities.
  - Example: We give information about you to your health insurance plan so it will pay for your services.

How else can we use or share your health information? We are allowed to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We must meet many conditions in the law before sharing your information for these purposes. For more information, see [www.hss.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hss.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

- ✓ Help with public health and safety issues. We can share health information about you for certain situations, such as:
  - Preventing disease
  - Helping with product recalls
  - Reporting adverse reactions to medications
  - Reported suspected abuse, neglect, or domestic violence
  - Preventing or reducing a serious threat to anyone's health and safety
- ✓ Do research
  - We can use or share your information for research
- ✓ Comply with the law
  - We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy laws.
- ✓ Respond to organ and tissue donation requests

- We can share health information about you with organ procurement organizations.
- ✓ Work with a medical examiner or funeral director.
  - When an individual dies, we can share health information with a coroner, medical examiner, or funeral director.
- ✓ Address workers' compensation, law enforcement, and other government requests
  - We can use or share health information about you for:
    - Workers compensation claims
    - For law enforcement purposes
    - With health oversight agencies for activities authorized by law
    - For special government functions such as military, national security, and presidential protective services
- ✓ Respond to lawsuits and legal actions
  - We can share health information about you in response to a court or administrative order or a subpoena.

## **OUR RESPONSIBILITIES**

- ✓ We are required by law to maintain the privacy and security of your protected health information.
- ✓ We will let you know promptly if a breach may have compromised your information's privacy and security.
- ✓ We must follow the duties and privacy practices described in this notice and give you a copy.
- ✓ We will not use or share information other than described here unless you tell us we can in writing. If you tell us we can, you may change your mind anytime. Let us know in writing if you change your mind.

For more information, see [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticeapp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticeapp.html).

## **CHANGES TO THE TERMS OF THIS NOTICE**

We can change the terms of this notice, which will apply to all information we have about you. The new notice will be available upon request in our office and on our website.

Effective Date: January 1, 2015

Revised: 03/26/19; 05/02/2019; 2/8/2021, 6/23/2022, 12/13/2023