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www.IndependencePO.com  
John Horne, CPO, Privacy Official

**YOUR INFORMATION. YOUR RIGHTS. OUR RESPONSIBILITIES.**

This notice describes how your medical information may be used and disclosed and how you can obtain access to this information. **Please review this document carefully.**

**YOUR RIGHTS**

You have the right to:

- Obtain a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Obtain a list of those with whom we have shared information
- Obtain a copy of this privacy notice
- Choose someone to act for you
- File a complaint, if you believe your privacy rights have been violated

**YOUR CHOICES**

You have some choices in the way that we use and share information as we:

- Tell family and friends about your medical condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

**OUR USES AND DISCLOSURES**

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address worker's compensation, law enforcement and other government requests
- Respond to lawsuits and legal actions

## **YOUR RIGHTS**

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

### **Obtain an electronic or paper copy of your medical record**

- You can ask to see or obtain an electronic or paper copy of your medical record and other health information we have about you. Please ask us for assistance in this process.
- 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.

### **Correct your paper or electronic medical record**

- You can ask us to correct health information about you that is incorrect or incomplete. Please ask us for assistance in this process.
- We may say “no” to your request, but we will tell you why in writing within 60 days of your request to change your medical record.

### **Request confidential communication**

- You can ask us to contact you in a specific way (for example, home or office phone line) or to send mail to a different address.
- We will say “yes” to reasonable requests.

### **As 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.

### **Obtain a list of those with whom we have shared information**

- You can us for a list (accounting) of the times we have shared your health information for six years prior to the date you asked, who we shared it with, and why.
- We will include all disclosure expect for those about treatment, payment, health care operations, and certain other disclosures such as, any you asked us to make). We will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another within 12 months of your prior request.

### **Obtain 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 provided 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 make sure that person has this authority and can act for you before we take any action.

### **File a complaint if you feel your rights are violated**

- You can file a complaint if you feel that we have violated your rights by contacting us using the information on page 1.
- 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, S.W., Washington, D.C. 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**

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**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, please inform us of your preference(s). Inform us of what you would like, and we will accommodate 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 health care
- Share information in a disaster relief situation
- Include your information in a hospital directory

*If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

In these cases, we never share your information unless you give us written 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 that you do not wish to be contacted regarding fundraising.

## OUR USES AND DISCLOSURES

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### HOW DO WE TYPICALLY USE OR SHARE YOUR HEALTH INFORMATION?

We typically use our share your health information in the following ways:

#### **Treat You**

- We can use your health information and share it with other professionals who are treating you.  
*Example: A doctor treating you for an injury asks another doctor about your overall health condition.*

#### **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 for your services**

- We can use and share your health information to bill and get payment from health plan 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 or required to share your information in other ways –usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.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
  - Reporting suspected abuse, neglect, or domestic violence
  - Preventing or reducing a serious threat to anyone’s health or safety

#### **Do research**

- We can use or share your information for health research.

#### **Comply with the law**

- We will share information about you if state or federal laws require it, including the Department of Human Services if it wants to see what 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**

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

### **Address workers' compensation, law enforcement, and other government requests**

- We can use or share health information about you:
  - For worker's compensation claims
  - For law enforcement purposes for with a law enforcement office
  - With health oversight agencies for actives authorized by law
  - For special government functions such a 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 in response to a subpoena.

## **OUR RESPONSIBILITIES**

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- 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 occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

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

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WE CAN CHANGE THE TERMS OF THIS NOTICE, AND THE CHANGES WILL APPLY TO ALL INFORMATION WE HAVE ABOUT YOU. THE NEW NOTICE WILL BE AVAILABLE UPON REQUEST, IN OUR OFFICE, AND ON OUR WEBSITE.

## **OTHER INSTRUCTIONS FOR NOTICE**

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EFFECTIVE DATE: SEPTEMBER, 23, 2013  
John Horne, CPO, President, Privacy Officer