Policy Statement

"The National University of Health Sciences clinics (NUHS) shall comply with the Health Insurance Portability and Accountability Act as outlined in the attached "Noticed of Privacy Practices for Protected Health Information". The Dean of Clinics shall serve as the Privacy Officer in all clinical matters."
NATIONAL UNIVERSITY OF HEALTH SCIENCES

Notice of Privacy Practices for Protected Health Information

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.

Uses and Disclosures

Here are some examples of how we might have to use or disclose your health care information:

1. Your health care provider or a staff member may have to disclose your health information including all of your clinical records to another health care provider or a hospital if it is necessary to refer you to them for diagnosis, assessment, or treatment of your health condition.

2. Our insurance and billing staff may have to disclose your examination and treatment records and your billing records to another party, such as an insurance carrier, an HMO, a PPO, or your employer if they are potentially responsible for the payment of your services.

3. Your health care provider and members of the practice staff may need to use your health information, examination and treatment records and your billing records for quality control purposes or for other administrative purposes to efficiently and effectively run our practice.

4. Your health care provider and members of the practice staff may need to use your name, address, telephone number, and your clinical records to contact you to provide appointment reminders, information about treatment alternatives, or other health related information that may be of your interest. 164.250(b)(1)(iii)(A). If you are not at home to receive an appointment reminder, a message will be left on your answering machine.

You have the right to refuse to give us authorization to contact you to provide appointment reminders, information about treatment alternatives, or other health related information. If you do not give us authorization, it will not affect the treatment we provide to you or the methods we use to obtain reimbursement for your care.

You may inspect or copy the information that we use to contact you to provide appointment reminders, information about treatment alternatives, or other health related information at any time.
Permitted uses and disclosures without your consent or authorization

Under federal law, we are also permitted or required to use or disclose your health information without your consent or authorization in these following circumstances:

1. We are permitted to use or disclose your health information if we are providing health care services to you based on the orders of another health care provider.
2. We are permitted to use or disclose your health information if we provide health care services to you as an inmate.
3. We are permitted to use or disclose your health information if we provide health care services to you in an emergency.
4. We are permitted to use or disclose your health information if we are required by law to treat you and we are unable to obtain your consent after attempting to do so.
5. We are permitted to use or disclose your health information if there are substantial barriers to communicating with you, but in our professional judgment we believe that you intend for us to provide care to you.

Your right to receive an accounting of the disclosures we have made of your records

You have the right to request that we give you an accounting of disclosures we have made of your health information for the last six years before the date of your request. The accounting will include all disclosures except:

- Those disclosures required for your treatment, to obtain payment for your services, or to run our practice.
- Those disclosures made to you.
- Those disclosures necessary to maintain a directory of the individuals in our facility or to individuals involved in your care.
- Those disclosures for national security or intelligence purposes.
- Those disclosures made to correctional officers or law enforcement officers.
- Those disclosures that were made prior to the effective date of the HIPAA privacy law.

We will provide you the first accounting within any 12-month period without charge. There is a fee for any additional requests during the next 12 months. When you make your request, we will tell you the amount of the fee and you will have the opportunity to withdraw or modify your request.
Your right to a paper copy of this notice
If you have agreed to receive privacy notices by email, you may request a paper copy of this notice at any time.

Our duties
We are required by law to maintain the privacy of your health information. We are also required to provide you with this notice of our legal duties and our privacy practices with respect to your health information.

We must abide by the terms of this notice while it is in effect. However, we reserve the right to change the terms of our privacy notices. If we make a change to the terms of our privacy agreement we will notify you in writing when you come in for treatment or by email. If we make a change in our privacy terms, the change will apply for all of your health information in our files.

Re-disclosure
Information that we use or disclose may be subjected to re-disclosure by the person to whom we provide the information and you may no longer be protected by the federal privacy rules.

Your right to complain
You may complain to us or to the Secretary of Health and Human Services if you feel that we have violated your privacy rights. We respect your right to file a complaint and will not take any action against you if you file a complaint. While you may make an oral complaint at any time, written comments should be addressed to us at:

National University of Health Sciences
Health Center
200 E Roosevelt Road
Lombard, IL 60148

To contact us
If you would like further information about our privacy policies and practices please contact:

National University of Health Sciences
Health Center
200 E Roosevelt Road
Lombard, IL 60148
ATTN: Dean of Clinics
(630) 629-9664
This notice is effective as of _______________________. This notice will expire seven (7) years after the date upon which the record was created. By signing below, I acknowledge that I have received a copy of this notice.

Patient Name and Date

Patient Signature Authorized Provider Representative

Personal Representative Printed Personal Representative Signature

Description of Personal Representative’s Authority to Act for the Patient

**Marketing**

From time to time our practice works with marketing organizations to make you aware of products or services that you may have an interest in purchasing. We may need to use your health information including your name, address, telephone number, and your clinical records for the purpose of marketing products or services to you. The authorization form you sign for this purpose contains the name of the organization and/or the products and services we are marketing.

You have the right to refuse to give us authorization to contact you for marketing purposes. If you do not give us authorization it will not affect the treatment we provide to you or the methods we use to obtain reimbursement for your care.

You may inspect or copy the information that we use to market products and/or services to you at anytime. Our practice and staff will receive direct or indirect remuneration from our marketing activities.

**Fundraising**

From time to time our practice raises money for charitable causes. We may need to use your health information including name, address, telephone number, and your clinical records to contact you to request your assistance with these fundraising efforts. The authorization form you sign for this purpose contains the name of the organization for which we are raising money.

You have the right to refuse to give us authorization to contact you for fundraising purposes. If you do not give us permission, it will not affect the treatment we provide to you or the methods we use to obtain reimbursement for your care.
You may inspect or copy the information that we use to contact you about fundraising efforts at any time. Our practice and staff will receive direct or indirect remuneration from our fund raising activities.

**Our Privacy Pledge**

We have and always will respect your privacy. Other than the uses and disclosures we described above, we will not sell or provide any of your health information to any outside organizations.

Other than the circumstances described in the preceding examples, any other use or disclosure of your health information will only be made with your written authorization.

**Your right to revoke your authorization**

You may revoke your authorization to us at anytime; however, your revocation must be in writing and mailed to our office. There are two circumstances under which we will not be able to honor your revocation.

- If we already released your health information prior to receiving your request to revoke your authorization. 164.508(b)(i)
- If you were required to give authorization as a condition of obtaining insurance, the insurance company may have a right to your information if they decide to contest any of your claims.

If you wish to revoke your authorization, please write us at:

National University of Health Sciences
Health Center
200 E Roosevelt Road
Lombard, IL 60148

**Your right to limit uses or disclosures**

If there are health care providers, hospitals, employers, insurers or other individuals or organizations to whom you do not want us to disclose your health information, please let us know in writing what individuals or organizations to whom you do not want us to disclose your health care information. We are not required to agree to restrictions. However, if we agree with your restrictions, the restrictions are binding on us. If we do not agree to your restrictions, you may drop your request or you are free to seek care from another health care provider.
Your right to receive confidential communication regarding your health information

We normally provide information about your health information to you in person at the time you receive services from us. We may also mail you information regarding your health or about the status of your account. We will do our best to accommodate any reasonable request if you would like to receive information about your health or the services that we provide at a place other than your home or, if you would like information in a different form. To help us respond to your needs, please make all requests in writing.

Your right to inspect and copy your health information

You have the right to inspect and/or copy your health care information for seven years from the date that the record was created or as long as the information remains in our files. We require your request to inspect and/or copy your health information to be in writing.

Your right to amend your health information

You have the right to request that we amend your health information for seven years from the date that the record was created or as long as the information remains in our files. We require your request to amend your records to be in writing and for you to give us a reason to support the change you are requesting us to make.