

**Homemaker Health Care, Inc.
1760 Southridge Drive
Jefferson City, MO 65109**

NOTICE OF PRIVACY PRACTICES

04/14/03

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.

Use and Disclosure of Your Medical Information

Homemaker Health Care uses your medical information to provide you with medical treatment and services, to receive payment for those services, and in daily health care operations.

Treatment. Homemaker Health Care may disclose your medical information to those involved in your treatment on an as-needed basis. For example, your doctor may require you to have a blood test in the hospital lab. Your doctor would then need to speak with someone from the lab about the medical information gathered from your blood test.

Payment. Homemaker Health Care may be required to use or disclose your medical information in order to obtain payment for services you receive at our facility. For example, when Homemaker Health Care bills your health care benefits provider, they may require a listing of the services you received from Homemaker Health Care in order to receive payment for those services.

Health Care Operations. Homemaker Health Care may use and disclose your medical information in our everyday health care operations. For example, your medical information may be used to assist us in evaluating the performance of this facility as your health care provider. Homemaker Health Care may disclose information to doctors, nurses, and other hospital personnel for peer review or training purposes.

Uses and Disclosures That Do Not Require Your Consent

In certain situations, your consent is *not* required for the use or disclosure of your medical information. Those situations are described below:

- Homemaker Health Care may disclose your medical information to a public health authority in order to prevent or control disease, to report birth or death, and for the purpose of public health investigations, interventions, and other related matters.
- Homemaker Health Care may be required by law to disclose to government authorities the medical information of a person who may be a victim of abuse, neglect or domestic violence.
- Homemaker Health Care may disclose your medical information to an agency that oversees government health benefit programs for the purpose of audits, investigations, inspections, or other activities.
- Homemaker Health Care may disclose your medical information in response to a court order in a judicial or administrative proceeding or, in some cases, in response to a subpoena.

- Homemaker Health Care may disclose your medical information to law enforcement officials for a law enforcement purpose in the following situations: when required by law; for identification and location purposes; if you are suspected to be a victim of a crime; to report suspicion of death by criminal conduct; to report suspicion of criminal conduct occurring on the grounds of our facility; and in the case of an emergency.
- In the event of your death, Homemaker Health Care may disclose your medical information to a coroner, medical examiner or funeral director.
- Your health information may be disclosed to organ donation organizations.
- Your health information may be used for research purposes if the research plan has been approved by a review board that checks to make sure your identity and your health information will remain private during and after the research.
- Limited health information may be disclosed if necessary to prevent an immediate threat to the health or safety of the public.
- Your medical information may be disclosed in special government circumstances involving: military or veterans activities; national security and intelligence activities; protective services for the President; medical suitability determinations; law enforcement custodial situations; and government programs providing public benefits.
- Your medical information may be disclosed in accordance with laws related to workers' compensation.

All other uses or disclosures of your medical information will be made only with your written authorization. You may revoke your written authorization at any time.

Your Rights

The federal law that protects the privacy of your health information gives you several rights:

- You have the right to have a copy of the notice of privacy practices of your health care provider. A copy of this notice should be provided to you when you visit your doctor.
- You have the right to inspect and copy information in your permanent health care record. If you wish to do so, please contact the Executive Director at (573) 635-3900.
- You may also request changes to the information contained in your record, which Homemaker Health Care may approve or deny. Request forms are available from the Executive Director at the number shown above.
- You have the right to request that restrictions be placed on the use and disclosure of your health information. Once again, Homemaker Health Care may approve or deny this request. These forms are also available from the Executive Director.
- You may also receive from the Executive Director a list of the uses and disclosures of your health information made by Homemaker Health Care. Certain limitations apply.
- You have the right to receive communications from us regarding your health information in a confidential manner.

If you believe that any of these rights or your privacy rights have been violated, you may complain to Homemaker Health Care or to the Department of Health and Human Services. You are protected from retaliation for any and all complaints you make. For additional information, contact the Homemaker Health Care, Inc., c/o Executive Director, 1760 Southridge Drive, Jefferson City, MO 65109.

Our Duties

Homemaker Health Care has a duty under the law to tell you our legal obligations regarding your medical information. The obligations for Homemaker Health Care are as follows:

- Homemaker Health Care must maintain the privacy of your medical information.
- Homemaker Health Care must follow the terms of this notice.
- Homemaker Health Care has the right to change the terms of this notice, and any changes may be effective for any current health information about you and any information that may be obtained in the future. If changes are made to the Notice of Privacy Practices you will be issued an updated copy.

Our office may contact you, at the address and/or telephone number you give us, in order to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Your demographic information and the dates you are provided health care by Homemaker Health Care will not be used by Homemaker Health Care, our business associate or a related foundation for the purpose of fundraising.

In the event of a disaster, your health information may be released to a public or private agency authorized by law to assist in disaster relief efforts.

Homemaker Health Care may disclose information about you that is directly relevant to any member of your family, or to a close friend of yours, if that person is involved with your care or the payment for your care. Homemaker Health Care may also use or disclose your health information to notify, identify or locate a family member, or other person responsible for your care, of your location, condition or death. You may restrict such use or disclosure by contacting Homemaker Health Care, Inc. at 1760 Southridge Drive, Jefferson City, MO 65109.