

HARBIN CLINIC

NOTICE OF PRIVACY PRACTICES

*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.***

As a health care provider, Harbin Clinic uses confidential personal health information about patients, referred to below as protected health information (“PHI”). Harbin Clinic protects the privacy of this information, and it also is protected from disclosure by state and federal law. In certain specific circumstances, pursuant to this Notice of Privacy Practices (“Notice”), patient authorization or applicable laws and regulations, PHI can be used by Harbin Clinic or disclosed to other parties. Below are categories describing these uses and disclosures, along with some examples to help you better understand each category.

Uses and Disclosures for Treatment, Payment and Health Care Operations. Harbin Clinic may use or disclose your PHI for the purposes of treatment, payment and health care operations, described in more detail below, without obtaining written authorization from you

For Treatment. Harbin Clinic may use and disclose PHI in the course of providing, coordinating, or managing your medical treatment, including the disclosure of PHI for treatment activities of another health care provider. These types of uses and disclosures may take place between physicians, nurses, technicians, students, and other health care professionals who provide you health care services or are otherwise involved in your care. For example, if you are being treated by a primary care physician, that physician may need to use/disclose PHI to a specialist physician whom he or she consults regarding your condition, or to a nurse who is assisting in your care.

For Payment. Harbin Clinic may use and disclose PHI in order to bill and collect payment for the health care services provided to you. For example, Harbin Clinic may need to give PHI to your health plan in order to be reimbursed for the services provided to you. Harbin Clinic may also disclose PHI to its business associates, such as billing companies, claims processing companies, and others that assist in processing health claims. Harbin Clinic may also disclose PHI to other health care providers and health plans for the payment activities of such providers or health plans.

For Health Care Operations. Harbin Clinic may use and disclose PHI as part of its operations, including for quality assessment and improvement, such as evaluating the treatment and services you receive and the performance of our staff in caring for you, provider training, underwriting activities, compliance and risk management activities, planning and development, and management and administration. Harbin Clinic may disclose PHI to doctors, nurses, technicians, students, attorneys, consultants, accountants, and others for review and learning purposes, to help make sure Harbin Clinic is complying with all applicable laws, and to help Harbin Clinic continue to provide health care to its patients at a high level of quality. Harbin Clinic may also disclose PHI to other health care providers and health plans for such entity’s quality assessment and improvement activities, credentialing and peer review activities, and health care fraud and abuse detection or compliance, provided that such entity has, or has had in the past, a relationship with the patient who is the subject of the information.

Other Uses and Disclosures For Which Authorization is Not Required. In addition to using or disclosing PHI for treatment, payment and health care operations, Harbin Clinic may use and disclose PHI without your written authorization under the following circumstances:

As Required by Law and Law Enforcement. Harbin Clinic may use or disclose PHI when required to do so by applicable law. Harbin Clinic also may disclose PHI when ordered to do so in a judicial or administrative proceeding, to identify or locate a suspect, fugitive, material witness, or missing person, when dealing with gunshot and other wounds, about criminal conduct, to report a crime, the location of the crime or victims, or the identity, description, or location of a person who committed a crime, or for other law enforcement purposes.

For Public Health Activities and Public Health Risks. Harbin Clinic may disclose PHI to government officials in charge of collecting information about births and deaths, preventing and controlling disease, reports of child abuse or neglect and of other victims of abuse, neglect, or domestic violence, reactions to medications or product defects or problems, or to notify a person who may have been exposed to a

communicable disease or may be at risk of contracting or spreading a disease or condition.

For Health Oversight Activities. Harbin Clinic may disclose PHI to the government for oversight activities authorized by law, such as audits, investigations, inspections, licensure or disciplinary actions, and other proceedings, actions or activities necessary for monitoring the health care system, government programs, and compliance with civil rights laws.

Coroners, Medical Examiners, and Funeral Directors. Harbin Clinic may disclose PHI to coroners, medical examiners, and funeral directors for the purpose of identifying a decedent, determining a cause of death, or otherwise as necessary to enable these parties to carry out their duties consistent with applicable law.

Organ, Eye, and Tissue Donation. Harbin Clinic may release PHI to organ procurement organizations to facilitate organ, eye, and tissue donation and transplantation.

Research. Under certain circumstances, Harbin Clinic may use and disclose PHI for medical research purposes.

To Avoid a Serious Threat to Health or Safety. Harbin Clinic may use and disclose PHI, to law enforcement personnel or other appropriate persons, to prevent or lessen a serious threat to the health or safety of a person or the public.

Specialized Government Functions. Harbin Clinic may use and disclose PHI of military personnel and veterans under certain circumstances. Harbin Clinic may also disclose PHI to authorized federal officials for intelligence, counterintelligence, and other national security activities, and for the provision of protective services to the President or other authorized persons or foreign heads of state or to conduct special investigations.

Workers' Compensation. Harbin Clinic may disclose PHI to comply with workers' compensation or other similar laws. These programs provide benefits for work-related injuries or illnesses.

Fundraising Activities. Your PHI may be disclosed to a foundation related to Harbin Clinic. Such disclosure would be limited to contact information, such as your name, address and phone number and the dates you required

treatment or services at Harbin Clinic. The money raised in connection with these activities would be used to expand and support Harbin Clinic's provision of health care and related services to the community. If you do not want to be contacted as part of these fundraising activities, please notify the Harbin Clinic Marketing and Development Office in writing.

Appointment Reminders; Health-related Benefits and Services; Marketing. Harbin Clinic may use and disclose your PHI to contact you, **by phone, letter, and/or answering machine**, and remind you of an appointment at Harbin Clinic, or to inform you of treatment alternatives or other health-related benefits and services that may be of interest to you, such as disease management programs. Harbin Clinic may use and disclose your PHI to encourage you to purchase or use a product or service through a face-to-face communication or by giving you a promotional gift of nominal value.

Disclosures to You or for HIPAA Compliance Investigations. Harbin Clinic may disclose your PHI to you or to your personal representative, and is required to do so in certain circumstances described below in connection with your rights of access to your PHI and to an accounting of certain disclosures of your PHI. Harbin Clinic must disclose your PHI to the Secretary of the United States Department of Health and Human Services (the "Secretary") when requested by the Secretary in order to investigate Harbin Clinic's compliance with privacy regulations issued under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

Uses and Disclosures To Which You Have an Opportunity to Object.

Disclosures to Individuals Involved in Your Health Care or Payment for Your Health Care. Unless you notify the Privacy Officer in writing that you object, Harbin Clinic may disclose your PHI to a family member, other relative, close personal friend, or other person you identify as involved in your health care or payment for your health care.

Other Uses and Disclosures of PHI For Which Authorization is Required. Other types of uses and disclosures of your PHI not described above will be made only with your written authorization, which with some limitations you have the right to revoke in writing.

Regulatory Requirements. Harbin Clinic is required by law to maintain the privacy of your PHI, to provide individuals with notice of its legal duties and privacy

practices with respect to PHI, and to abide by the terms described in this Notice. Harbin Clinic reserves the right to change the terms of this Notice and of its privacy policies, and to make the new terms applicable to all of the PHI it maintains. Before Harbin Clinic makes an important change to its privacy policies, it will promptly revise this Notice and post a new Notice throughout all facilities. You have the following rights regarding your PHI:

You may request that Harbin Clinic restrict the use and disclosure of your PHI. **Harbin Clinic is not required to agree to any restrictions you request**, but if Harbin Clinic does so it will be bound by the restrictions to which it agrees except in emergency situations. Your request must be made in writing and sent to the Privacy Officer.

You have the right to request that communications of PHI to you from Harbin Clinic be made by particular means or at particular locations. For instance, you may ask that we contact you at work instead of your home. Your requests must be made in writing and it must be reasonable. Send the completed request to the Privacy Officer. Harbin Clinic will accommodate your reasonable requests without requiring you to provide a reason for your request. Harbin Clinic reserves the right to communicate or contact you by whatever means necessary if we believe the use or disclosure is necessary to lessen or prevent a serious and imminent threat to your health or safety. A mailing address where the individual will receive bills for services rendered by the Harbin Clinic will be required.

Generally, you have the right to inspect and copy your PHI that Harbin Clinic maintains, provided that you make your request in writing to the Privacy Officer. If Harbin Clinic denies access to your PHI, it will explain the basis for denial and your opportunity to have your request and the denial reviewed by a licensed health care professional (who was not involved in the initial denial decision) designated as a reviewing official. If you request access to psychiatric records, Georgia law requires that your mental health care provider review your record prior to granting you access. If the provider reasonably determines that disclosure of the record would be harmful to your physical or mental health, the provider may refuse to disclose the record. If this happens, you then have the right to tell us, in writing, to disclose your records to another provider

of your choice. If Harbin Clinic does not maintain the PHI you request, and it knows where the PHI is maintained, the Clinic will tell you how to redirect your request.

If you believe that your PHI maintained by Harbin Clinic contains an error or needs to be updated, you have the right to request that Harbin Clinic make an addendum to your PHI. Your request must be made in writing to the Privacy Officer, and it must explain why you are requesting an addendum to your PHI. If your request is denied, Harbin Clinic will provide you with a written explanation for the denial.

You generally have the right to request and receive a list of the disclosures of your PHI Harbin Clinic has made at any time during the six (6) years prior to the date of your request (provided that such a list would not include disclosures made prior to April 14, 2003). The list will not include disclosure for which you have provided a written authorization, and does not include certain uses and disclosures to which this Notice already applies, such as those: (i) for treatment, payment, and health care operations; (ii) made to you; (iii) to persons involved in your health care; (iv) for national security or intelligence purposes; or (v) to correctional institutions or law enforcement officials. You should submit your written request to the Privacy Officer.

You may complain to Harbin Clinic if you believe your privacy rights, with respect to your PHI, have been violated by contacting the Privacy Officer and submitting a written complaint. Harbin Clinic will in no manner penalize you or retaliate against you for filing a complaint regarding Harbin Clinic's privacy practices. You also have the right to file a complaint with the Secretary of the Department of Health and Human Services.

If you have any questions about this notice or want to submit a written request, please contact:

Harbin Clinic's Privacy Officer
1825 Martha Berry Blvd.
Rome, GA 30165-1698
(706) 238-8006

Effective Date: April 14, 2003