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HIPAA Omnibus Notice of Privacy Practices

Revised 11-20-2017

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.

This Notice of Privacy Practices is NOT an authorization. This Notice of Privacy Practices describes how we, our Business Associates and their subcontractors, may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. “Protected health information” is information about you, including demographic information that may identify you and that relates to your past, present, or future physical or mental health condition and related health care services.

Uses and Disclosures of Protected Health Information

Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your healthcare bills, to support the operation of the physician’s practice, and any other use required by law.

Treatment: We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example, your protected health information may be provided to a physician to whom you have been referred, DME vendors, surgery centers/hospitals, referring physicians, family practitioner, home health providers, laboratories, workers compensation adjusters and nurse case managers, etc. to ensure that the healthcare provider has the necessary information to diagnose or treat you.

Payment: Your protected health information will be used, as needed, to obtain payment for your health care services. For example, obtaining pre-approval for occupational or physical therapy visits may require that your relevant protected health information be disclosed to the health plan to obtain approval for the procedure.

Healthcare Operations: We may use or disclose, as-needed, your protected health information in order to support the business activities of your physician’s practice. These activities include, but are not limited to, quality assessment, employee review, training of occupational therapy students, licensing, and conducting or arranging for other business activities. For example, we may disclose your protected health information to occupational therapy students that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name. We may also call you by name in the waiting room when your therapist is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment, and inform you about treatment alternatives or other health-related benefits and services that may be of interest to you. If we use or disclose your protected health information for fundraising activities, we will

provide you the choice to opt out of those activities. You may also choose to opt back in. We may use or disclose your protected health information in the following situations without your authorization. These situations include: as required by law, public health issues as required by law, communicable diseases, health oversight, abuse or neglect, food and drug administration requirements, legal proceedings, law enforcement, coroners, funeral directors, organ donation, research, criminal activity, military activity and national security, workers' compensation, inmates and other required uses and disclosures. Under the law, we must make disclosures to you upon your request. Under the law, we must also disclose your protected health information when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements under Section 164.500.

Uses and Disclosures that Require Your Authorization

Other Permitted and Required Uses and Disclosures will be made **only with your consent, authorization** or opportunity to object unless required by law. Without your authorization, we are expressly prohibited to use or disclose your protected health information for marketing purposes. We may not sell your protected health information without your authorization. We may not use or disclose most psychotherapy notes contained in your protected health information. We will not use or disclose any of your protected health information that contains genetic information that will be used for underwriting purposes.

You may revoke the authorization, at any time, in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

Your Rights

The following are statements of your rights with respect to your protected health information. **You have the right to inspect and copy your protected health information (fees may apply)**—Pursuant to your written request, you have the right to inspect or copy your protected health information whether in paper or electronic format. Under federal law, however, you may not inspect or copy the following records: Psychotherapy notes, information compiled in reasonable anticipation of, or used in, a civil, criminal, or administrative action or proceeding, protected health information restricted by law, information that is related to medical research in which you have agreed to participate, information whose disclosure may result in harm or injury to you or to another person, or information that was obtained under a promise of confidentiality.

You have the right to request a restriction of your protected health information—This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. Your physician is not required to agree to your requested restriction except if you request that the physician not disclose protected health information to your health plan with respect to healthcare for which you have paid in full out of pocket.

You have the right to request to receive confidential communications—You have the right to request confidential communication from us by alternative means or at an alternative location. You have the right to obtain a paper copy this notice from us, upon request, even if you have agreed to accept this notice alternatively, i.e. electronically.

You have the right to request an amendment to your protected health information—If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal

You have the right to receive an accounting of certain disclosures—You have the right to receive an accounting of disclosures, paper or electronic, except for disclosures: pursuant to an authorization, for purposes of treatment, payment, healthcare operations; required by law, that occurred prior to April 14 2003 or six years prior to the date of the request.

You have the right to receive notice of a breach—We will notify you if your unsecured protected health information has been breached.

You have the right to obtain a paper copy of this notice from us even if you have agreed to receive the notice electronically. We reserve the right to change the terms of this notice and we will notify you of such changes on the following appointment. We will also make available copies of our new notice if you wish to obtain one.

Complaints—You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our HIPAA Compliance Officer of your complaint. **We will not retaliate against you for filing a complaint.**

OF NOTE: Clinicians and administrators who work, volunteer or observe in this practice may communicate with you, only upon your request, using non-encrypted devices. This means that transmissions to this clinic via email, text message or direct online messenger may be viewable to outside, unintended sources that threaten your privacy or who could access your information without your consent. Alaska Hand Rehabilitation will do all that it can to endeavor to protect your text message and email transmissions, but all patients who send e-mails, request to receive e-mails, send text messages to Alaska Hand Rehab or request to receive text messages from Alaska Hand Rehab are consenting by default to have their phone number, e-mail address and the related transmissions stored/exchanged via non-monitored, non-encrypted device. If you wish to opt out of having your information stored or exchanged this way, simply do not contact Alaska Hand Rehabilitation, Inc. by email or text message or request that Alaska Hand Rehabilitation contact you (or any party on your behalf) by these means. Alaska Hand Rehabilitation waives all responsibility for data lost, accessed or abused as a result of our patients contacting Alaska Hand/its affiliates by text message or email. By signing the acknowledgment that you have received this notice, you are consenting to that waiver. Patients may request that they stop receiving communication by non-encrypted methods at any time, and to the greatest extent possible their contact information and transmissions will be deleted from



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affected devices. Alaska Hand Rehabilitation does not monitor employee social interactions with patients on non-encrypted devices and cannot be held responsible for the content or security of these transmissions. If you have any questions about your rights or your correspondence with our clinic in regards to non-encrypted devices, please do not hesitate to contact our Compliance Officer or the Office of Civil Rights.

HIPAA COMPLIANCE OFFICER: JEAN KECKHUT (907) 433-5508

We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to protected health information. We are also required to abide by the terms of the notice currently in effect. If you have any questions in reference to this form, please ask to speak to our HIPAA Compliance Officer in person or by phone at our main phone number.