



HIPAA COMPLIANCE & PRIVACY NOTICE (Pg 1)

TODAY'S DATE		PATIENT NAME	
		DATE OF BIRTH	

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

WHAT IS THIS NOTICE? This notice tells you:

- How we use and release your health information.
- Your rights concerning your health information.
- Our responsibilities to protect your health information.

TO WHOM DOES THIS NOTICE APPLY?

This notice applies to:

- KANSAS PAIN MANAGEMENT

WHAT ARE OUR RESPONSIBILITIES TO YOU?

Your health information is personal. We are required by law to protect the privacy of your health information and will only release your health information as allowed by law or with special written permission (authorization) from you. We use the least amount of health information needed to do our work. Only those who need your health information to provide services are allowed to use it. KANSAS PAIN MANAGEMENT protects your information whether verbal, on paper or electronic.

WHEN IS THE NOTICE EFFECTIVE?

This notice is effective on February 1, 2010. KANSAS PAIN MANAGEMENT reserves the right to change this notice after the effective date. We reserve the right to make the revised notice apply for all health information that we already have about you, as well as any information we receive in the future.

HOW DO WE USE AND RELEASE YOUR HEALTH INFORMATION?

KANSAS PAIN MANAGEMENT has to use and release some of your health information to conduct its business. The following section explains some of the ways we are permitted to use and release health information without authorization from you.

USE AND RELEASE OF YOUR HEALTH INFORMATION WITHOUT YOUR AUTHORIZATION:

• TREATMENT PURPOSES

While we are providing you with healthcare services, we may need to share your health information with other healthcare providers or other individuals who are involved in your treatment. Examples include: doctors, hospitals, pharmacists, therapists, nurses and labs that are involved in your care.

• PAYMENT PURPOSES

KANSAS PAIN MANAGEMENT may need to share a limited amount of health information to obtain or provide payment for the healthcare services provided to you. Examples include:

Eligibility - KANSAS PAIN MANAGEMENT may contact the company or government program that will be paying for your health care. This helps us determine if you are eligible for benefits, and if you are responsible for paying a copayment or deductible.

Claims - KANSAS PAIN MANAGEMENT and businesses we work with share health information for billing and payment purposes. For example, your doctor must submit a claim form to get paid, and the claim form must contain certain health information.

• HEALTHCARE OPERATIONS PURPOSES

KANSAS PAIN MANAGEMENT may need to share your health information in the course of conducting healthcare business activities that are related to providing health care to you. Examples include:

Quality Improvement Activities - KANSAS PAIN MANAGEMENT may use and release health information to improve the quality or the cost of care. This may include reviewing the treatment and services provided to you. This information may be shared with those who pay for your care, or with other agencies that review this data.

Health Promotion and Disease Prevention - We may use your health information to tell you about disease prevention and healthcare options.

Case Management and Referral - If you have a health problem or a healthcare need is identified by you or one of your providers, you may be referred to an organization such as a home health agency, medical equipment company or other community or government program. This may require the release of your health information to these agencies.

Appointment Reminders - KANSAS PAIN MANAGEMENT may use your health records to remind you of recommended services, treatments or scheduled appointments.

Business Associates - There are some services provided at KANSAS PAIN MANAGEMENT through contracts with business associates such as medical transcription services, electronic medical record (Prognosis), practice management company (Prognosis RCM) and record storage. We require business associates to protect your health information.

Audits - KANSAS PAIN MANAGEMENT may use or release your health information to make sure that its business practices comply with the law and KANSAS PAIN MANAGEMENT's policies. Examples include audits involving quality of care, medical bills or patient confidentiality.

Business Activities - We may use or release your health information to perform internal business activities. Examples include: business planning, computer systems maintenance, legal services and customer service.

• OTHER PURPOSES

Required By Law - Sometimes we must report some of your health information to legal officials or authorities, such as law enforcement officials, court officials, governmental agencies or attorneys. Examples include: reporting suspected abuse or neglect, reporting domestic violence or certain physical injuries, or responding to a court order, subpoena, warrant or lawsuit request.

Public Health Activities - We may be required to report your health information to authorities to help prevent or control disease, injury or disability. Examples include: reporting certain diseases, injuries, birth or death information; information of concern to the Food and Drug Administration; or information related to child abuse or neglect. We may also have to report to your employer certain work related illnesses and injuries so that your workplace can be monitored for safety.

Health Oversight Agencies - We may be required to release health information to authorities so they can monitor, investigate, inspect, discipline or license those who work in the healthcare system, or for governmental benefit programs.

Activities Related to Death - We may be required to release health information to coroners, medical examiners and funeral directors so they can carry out their duties related to your death. Examples include: identifying the body, determining the cause of death, or, in the case of funeral directors, carrying out funeral preparation activities.

Research Purposes - At times, we may use or release health information about you for research purposes; however, all research projects require a special approval process before they begin. This process may include asking for your authorization. In some instances, your health information may be used but your identity is protected.

To Avoid a Serious Threat to Health or Safety - As required by law and standards of ethical conduct, we may release your health information to the proper authorities if we believe, in good faith, that such release is necessary to prevent or minimize a serious and approaching threat to anyone's health or safety.

Military, National Security or Incarceration/Law Enforcement Custody - We may be required to release your health information to the proper authorities so they may carry out their duties under the law. This may be the case if you are in the military or involved in national security or intelligence activities, or if you are in the custody of law-enforcement officials.

Worker's Compensation - We may be required to release your health information to the appropriate persons to comply with the laws related to workers' compensation or other similar programs that provide benefits for work-related injuries or illness.