

Alaska Urgent Care
NOTICE OF PRIVACY PRACTICES

Effective Date: February 1, 2014

We respect patient confidentiality and only release personal health information about you in accordance with the State and federal law. This notice describes our policies related to the use of the records of your care and how you may get access to this information. Please review this policy carefully.

Privacy Contact. If you have any questions about this policy or your rights contact our office manager.

USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

In order to effectively provide care, there are times when we will need to share your personal health information with others beyond the urgent care practice for:

Treatment. With your permission we may use or disclose personal health information about you to provide, coordinate, or manage your care or any related services, including sharing information with others outside of the urgent care practice that we are consulting with or referring you to.

Payment. Information will be used to obtain payment for the treatment and services provided. This will include contacting your health insurance company for prior approval of planned treatment or for billing purposes.

Operations. We may use information about you to coordinate our business activities. This may include setting up your appointments, contacting you to remind you of appointments, reviewing your care, and training staff. We may have you sign in when you arrive at the office. We may also call out your name when we are ready to see you.

Follow Up Appointments/Care. We will contact you to remind you of future appointments or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Information Disclosed Without Your Consent

Under state and federal law, information about you may be disclosed without your consent in the following circumstances:

Emergencies. Sufficient information may be shared to address the immediate emergency you are facing.

As Required by Law. This would include situations where we have a subpoena, court order, or are mandated to provide public health information, such as communicable diseases or suspected abuse and neglect such as child abuse, elder abuse, or institutional abuse.

Coroners, Funeral Directors. We may disclose personal health information to a coroner or personal health examiner and funeral directors for the purposes of carrying out their duties.

Governmental Requirements. We may disclose information to a health oversight agency for activities authorized by law, such as audits, investigations inspections and licensure. There also might be a need to share information with the Food and Drug Administration related to adverse events or product defects. We are also required to share information, if requested with the Department of Health and Human Services to determine our compliance with federal laws related to health care.

Criminal Activity or Danger to Others. If a crime is committed on our premises or against our personnel, we may share information with law enforcement to apprehend the criminal. We also have the right to involve law enforcement and to warn any potential victims when we believe an immediate danger may exist to someone, or if we believe you present a danger to yourself.

Others to include:

- Public health activities
- Health oversight activities
- Judicial administration proceedings
- Law enforcement
- Organ and tissue donation
- Public safety
- Proof of immunization
- Workers' compensation
- Inmates
- Military activity and national security

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Uses and Disclosures That Require Your Authorization

- Marketing – we are prohibited from using or disclosing your personal health information for marketing purposes without your authorization.
- We may not sell your personal health information without your authorization.
- We may not disclose most psychotherapy notes contained in your personal health information without your authorization.
- We may not disclose any personal health information that contains genetic information that will be used for underwriting purposes without your authorization.

PATIENT RIGHTS AND RESPONSIBILITIES

You have the following rights under state and federal law:

Copy of Record. You are entitled to inspect the personal health record we have generated about you. We may charge you a reasonable fee for copying and mailing your record.

Release of Records. You may consent in writing to release of your records to others, for any purpose you choose. This could include your attorney, employer, or others who you wish to have knowledge of your care. You may revoke this consent at any time, but only to the extent no action has been taken in reliance on your prior authorization.

Restriction on Record. You may ask us not to use or disclose part of the personal health information. This request must be in writing. We are not required to agree to your request if we believe it is in your best interest to permit use and disclosure of the information.

Contacting You. You may request that we send information to another address or by alternative means. We will honor such request as long as it is reasonable and we are assured it is correct. We have a right to verify that the payment information you are providing is correct.

Amending Record. If you believe that something in your record is incorrect or incomplete, you may request we amend it. Your request should be made in writing. In certain cases, we may deny your request. If we deny your request for an amendment, you have a right to file a statement you disagree with us. We will then file our response and your statement and our response will be added to your record.

Accounting for Disclosures. You may request a listing of any disclosures we have made related to your personal health information, except for information we used for treatment, payment, or health care operations purposes or that we shared with you or your family, or information that you gave us specific consent to release. It also excludes information we were required to release. We will notify you of the cost involved in preparing this list.

Breach. We will notify you if your unsecured personal health information has been breached.

Copy of Notice. You have the right to a paper copy of this notice.

Questions and Complaints. If you have any questions or any complaints, you may contact our office manager at the address or phone number below for further information. You also may complain to the Secretary of Health and Human Services if you believe this practice has violated your privacy rights. We will not retaliate against you for filing a complaint.

Alaska Urgent Care
300 E. Dimond Blvd., Suite #12
Anchorage, AK 99515
(907) 341-7757

Changes in Policy. This practice reserves the right to change its Privacy Policy based on the needs of the practice and changes in state and federal law.

IMPORTANT: Read all sections before signing. I acknowledge that I have received and read this privacy notice.

Patient Signature

Date