



HIPAA NOTICE OF PRIVACY PRACTICES

This Notice describes how medical information about you may be used and disclosed, and how you can access this information. Please review it carefully.

Our Responsibilities

Medallus Medical is committed to protecting the privacy of your medical information. Your care and treatment are recorded in a medical record considered protected health information (PHI). We may share your PHI with providers and facilities involved in your care, but only as permitted by law. We also use your PHI to obtain payment for services and to carry out our health care operations. All staff, providers, and business partners are trained to safeguard your privacy and confidentiality. Except as described in this Notice, we will not use or disclose your PHI without your written authorization.

How We May Use and Disclose Your PHI Without Your Authorization

HIPAA allows us to use or share your PHI for the following purposes without additional permission: **Treatment:** To provide, coordinate, or manage your medical care. For example, doctors, nurses, and other professionals involved in your care may share PHI to plan your treatment, order tests, or coordinate with outside providers. **Payment:** To bill and receive payment for the care you receive. For example, we may send your insurance company information about your diagnosis and treatment so they will pay for your care or bill you directly if necessary. **Health Care Operations:** To run our practice and improve our services. For example, we may use your PHI to monitor quality of care or train staff. **Appointment Reminders and Health Information:** We may contact you to remind you of appointments, or to tell you about treatment options or other health-related services that may interest you. **Workers' Compensation:** To comply with workers' compensation or similar programs. **Public Health and Safety:** To help prevent disease, report adverse reactions to medications, report suspected abuse, neglect, or domestic violence, or assist with product recalls. **Health Oversight Activities:** To government agencies that oversee health care (such as the Utah Department of Health, U.S. Department of Health and Human Services, or other authorized agencies). **Law Enforcement and Legal Requests:** In response to a valid court order, subpoena, warrant, or for other law enforcement purposes permitted by law.

Your Rights Regarding Your PHI

You have the following rights concerning your PHI: **Access to Your Record:** You may request to see or obtain an electronic or paper copy of your medical record by submitting a Medical Record Authorization form to our main office. We will provide it within 30 days of your request, as required by law. **Request an Amendment:** If you believe your record is incorrect or incomplete, you may request an amendment by submitting a Health Information Amendment form. If we deny your request, we will tell you why in writing within 60 days. **Request Restrictions:** You may ask us not to share certain PHI for treatment, payment, or operations. We are not required to agree but will comply if possible. **Request Confidential Communications:** You may ask us to contact you in a certain way (for example, only at work or by mail). **Accounting of Disclosures:** You may request a list (accounting) of certain disclosures of your PHI made during the past six years, including who we shared it with and why. **Paper Copy of This Notice:** You may request a paper copy at any time. **Personal Representative:** You may designate someone to receive your PHI or act for you (such as a legal guardian).

Breach Notification

We are required by law to notify you promptly in writing of any breach of your unsecured PHI, no later than 60 days after discovery.

Business Associates

We sometimes share PHI with outside organizations or individuals (business associates) who help us with billing, management, or other health care operations. We require all business associates and their subcontractors to protect your PHI in compliance with HIPAA.

Our Notice of Privacy Practices

We are required by law to maintain the privacy of your PHI and to abide by the terms of this Notice. We reserve the right to change this Notice and our privacy practices at any time, as permitted by law. Any revised Notice will apply to all PHI we maintain and will be available at our clinic locations and on request.

Complaints

If you believe your privacy rights have been violated, you may file a complaint:

With Us:

Medallus Medical Compliance Office

Phone: 801-260-1919

Address: 10433 S Redwood Road South Jordan, UT 84095

Or you can file a complaint with the **U.S. Department of Health and Human Services:**

Office for Civil Rights: 200 Independence Avenue, S.W.

Washington, DC 20201

Phone: 1-877-696-6775

Website: www.hhs.gov/ocr/privacy/hipaa/complaints We will not retaliate against you for filing a complaint.

This Notice applies to all Medallus Medical clinic locations equally.