

NOTICE OF PRIVACY RIGHTS

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.

Professional Healthcare Resources staff will keep your health information private and confidential as required by law. We keep papers and electronic records with your name, diagnoses, medications and other health information secure. We do not share your health information with others except in limited but necessary ways. When necessary to share it, we limit the information to the minimum amount needed.

1. We share information for treatment, payment and health care operations. Below is a description, including at least one (1) example, of the types of uses and disclosures that Professional Healthcare Resources is permitted to make for each of the following purposes: treatment, payment and health care operations.
 - **Treatment** – Such as disclosures to other health care providers, including, for example, to patients' attending physicians or sending information about you to another provider of healthcare as part of a referral.
 - **Payment** - Submission of claims and supporting documentation including, for example, to organizations responsible to pay for services provided by the organization.
 - **Health care operations** - Disclosures to conduct the operations of the organization, including, for example, sharing information to supervisors of staff members who provide care to patients.

2. Below is a description of each of the other purposes for which the organization is permitted or required to use or disclose protected health information **without written consent or authorization**.
 - To patients, incident to another permitted use or disclosure, by agreement, to the Secretary of the U.S. Department of Health and Human Services, as required by law, for public health activities, information about victims of abuse, neglect or domestic violence, health oversight activities, for judicial and administrative proceedings, for law enforcement proceedings, about decedents, for cadaveric organ, eye or tissue donation, for research purposes, to avert a serious threat to health or safety, for specific government functions, to business associates of the organization, to personal representatives, de-identified information, to workforce members who are victims of crimes, to workers' compensation programs, for involvement in your care and for notification purposes in your presence, for limited uses and disclosures when you are not present, and for disaster relief purposes.

3. Other uses and disclosures, such as disclosure of psychotherapy notes, use of protected health information for marketing activities and the sale of protected health information, will be made only with your written authorization and you may revoke such authorization.

4. The organization may contact you to schedule visits and for other coordination of care activities.

5. You have the right to request further restrictions on certain uses and disclosures of protected health information, but the organization is not required to agree to any requested restriction(s), except disclosures must be restricted to health plans if the disclosure is for the purpose of carrying out payment or health care operations and is not otherwise required by law and the protected health information pertains solely to a health

care item or service for which you or a person (other than the health plan) on your behalf has paid the organization in full.

6. You have the right to receive confidential communications of protected health information, the right to inspect and copy protected health information and the right to receive an accounting of disclosures of protected health information. There may be a fee charged for cost of supplies and labor for creating the paper or electronic copy as well as cost of delivery.
7. You have the right to amend health information. The request must be in writing. The written request will be reviewed and you will be informed of the denial or approval of the request. If the request is denied, you can write a statement of disagreement with our decision. All requests and decisions become part of your medical record.
8. You have the right to obtain a paper copy of this Notice from the organization upon request.
9. The organization is required by law to maintain the privacy of protected health information and to provide you with notice of its legal duties and privacy practices with respect to protected health information and to notify you following a breach of unsecured protected health information.
10. The organization is required to abide by the terms of this Notice currently in effect.
11. The organization reserves the right to change the terms of its Notice and to make the new notice provisions effective for all protected health information that it maintains. You may obtain a revised copy of this Notice upon request.
12. You may complain to us and to the Secretary of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.
13. You may file your complaint with our organization by calling the Branch Administrator at the office that serves you:

Home Health and Personal Care

- | | |
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| <input type="checkbox"/> Annandale, VA (703) 379-9012 | <input type="checkbox"/> Norfolk, VA (757) 333-4969 |
| <input type="checkbox"/> Baltimore, MD (410) 368-2825 | <input type="checkbox"/> Richmond, VA (804) 288-8686 |
| <input type="checkbox"/> Kensington, MD (240) 395-0000 | <input type="checkbox"/> Washington DC (202) 955-8355 |
| <input type="checkbox"/> Lanham, MD (310) 552-8325 | |

Hospice

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| <input type="checkbox"/> Annandale, VA (703) 752-8820 | <input type="checkbox"/> Baltimore, MD (410) 735-5594 |
| <input type="checkbox"/> Washington DC (202) 587-2120 | |

14. You may also call our Health Insurance Privacy and Accountability Act (HIPAA) Privacy Officer at (703) 752-8700 or write to Professional Healthcare Resources, 7619 Little River Turnpike, Suite 600, Annandale VA 22003, Attention: HIPAA Privacy Officer.
15. For further information related to privacy, you may call the Privacy Officer at (703) 752- 8700.
16. This Notice is in effect as of September 23, 2013. It supersedes all previous Notices of Privacy Practices of the organization.