

Notice of Privacy Practices

Effective: 01/01/2013

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.

Routine Uses and Disclosures

Practice Insight routinely uses and discloses PHI (protected health information). We may use or disclose, as needed, PHI in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment activities, claim adjudication, and conducting or arranging for other business activities.

We will share PHI with third party "business associates" that perform various activities (for example, print and mail services) for our company. Whenever an arrangement between our office and a business associate involves the use or disclosure of your protected health information, we will have a written contract that contains terms that will protect the privacy of your protected health information.

Other Uses and Disclosures

Besides routine operations, Practice Insight may also disclose PHI for the following purposes when necessary:

- a. For public health activities and health oversight activities.
- b. For judicial and administrative proceedings.
- c. For law enforcement purposes.
- d. In any other situation where disclosure is required by law.
- e. For "whistleblower" purposes, to substantiate claims against Practice Insight for conduct that may be unlawful or unethical.

Practice Insight will not use or disclose PHI for any purpose other than those listed above.

Access to PHI

Individuals cannot access their health information directly through Practice Insight. For access to PHI, an individual should contact the covered entity to whom the information was disclosed.

Accounting of Disclosures

Individuals have a right, upon request, to an accounting of the non-routine disclosures that Practice Insight makes of their health information, limited to a six-year history.

Practice Insight's Legal Obligations

Practice Insight is required by law to maintain the privacy of PHI and to abide by the terms of this Notice of Privacy Practices.

Right to Change Notice

Practice Insight reserves the right to change the terms of its Notice and to make the new Notice provisions effective for all PHI that it maintains after the effective date of the Notice.

Complaints to Practice Insight

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 Privacy Officer of your complaint. We will not retaliate against you for filing a complaint.

Contact for Further Information

You may contact our Privacy Officer, Rachael Phillips at 713.333.6000 for further information.