NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ IT CAREFULLY.

I. WE HAVE A LEGAL DUTY TO SAFEGUARD YOUR PROTECTED HEALTH INFORMATION (PHI).
We are legally required to protect the privacy of your health information. This information is called “protected health information” (PHI) and includes information that can be used to identify you. We’ve created or received this information about your past, present or future health or condition, the provision of health care to you, or payment for these healthcare services. By law, we must provide you with this notice about our privacy practices that explains how, when and why we use and disclose our PHI. With some exceptions, we may not use or disclose more of your PHI than is necessary to accomplish the purpose of the use or disclosure. We are legally required to follow the privacy practices that are described in this notice.

However, we reserve the right to change the terms of this notice and our privacy policies at any time. Any changes will apply to the PHI we already have. Before we make an important change to our policies, we will change this notice and post a new notice in our reception area. You can also request a copy of this notice from the contact person listed in Section V at any time and can view a copy of the notice on our Website.

In the ordinary course of receiving treatment and health care services from us, you will be providing us with personal information such as:
- Your name, address, and phone number.
- Information relating to your medical history.
- Your insurance information and coverage.
- Information concerning your doctor, nurse or other medical providers.

In addition, we will gather certain medical information about you and will create a record of the care provided to you. Some information also may be provided to us by other individuals or organizations that are part of your “circle of care”- such as the referring physician, your other doctors, your health plan, and close friends or family members.

II. HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION.
A. Uses and Disclosures Relating to Treatment, Payment or Health Care Operations.
   We may use and disclose personal and identifiable health information about you in different ways. All of the ways in which we may use and disclose information will fall within one of the following categories, but not every use or disclosure in a category will be listed.
   For Treatment. We will use health information about you to furnish services and supplies to you, in accordance with our policies and procedures. For example, we will use your medical history, such as any presence or absence of heart disease, to assess your health and perform requested diagnostic radiology services.
   For Payment. We will use and disclose health information about you to bill for our services and to collect payment from you or your insurance company. For example, we may need to give insurance company information about your current medical condition so that it will pay us for services that we have furnished you. We may also need to inform your insurance company of the tests that you are going to receive in order to obtain prior approval or to determine whether the service is covered. In addition, certain information may be released to a collection agency, if necessary, to collect payment from you.
   For Health Care Operations. We may use and disclose information about you for the general operation of our business. For example, we sometimes arrange for accreditation organizations, auditors or other consultants to review our practice, evaluate our operations, and tell us how to improve our services.

B. Other Uses and Disclosures.
   Public Health Activities. We may disclose protected health information about you in connection with certain public health reporting activities. For instance, we may disclose such information to a public health authority authorized to collect or receive PHI for the purpose of preventing or controlling disease, injury or disability, or at the direction of a public health authority, to an official of a foreign government agency that is acting in collaboration with a public health authority. Public health authorities include state health departments, the Center for Disease Control, the Food and Drug Administration, the Occupational Safety and Health Administration and the Environmental Protection Agency, to name a few. We are also permitted to disclose protected health information to a public health authority or other government authority authorized by law to receive reports of child abuse or neglect. Additionally we may disclose PHI to a person subject to the Food and Drug Administration’s power for the following activities: to report adverse events, product defects or problems, or biological
III. WHAT RIGHTS YOU HAVE REGARDING YOUR PHI.

A. The Right to Request Limits on Use and Disclosures of Your PHI. You have the right to ask for restrictions on the ways in which we use and disclose your medical information beyond those imposed by law. We will consider your request, but we are not required, to accept it.

B. The Right to Choose How We Send PHI to You. You have the right to request that you receive communications containing your protected health information from us by alternative means or at alternative locations. For example, you may ask that we only contact you at home or by mail.

C. The Right to See and Get Copies of Your PHI. Except under certain circumstances, you have the right to inspect and copy medical and billing records about you. If you ask for copies of this information, we may charge you a fee for copying and mailing.

D. The Right to Correct or Update Your PHI. If you believe that information in your records is incorrect or incomplete, you have the right to ask us to correct the existing information or correct the missing information. Under certain circumstances, we may deny your request.

E. The Right to Ask Us to Stop Sharing Some or All of Your PHI. You have the right to ask us not to share your information for certain purposes, for example, treatment or payment, or public health purposes.

F. The Right to Request to See and Get Copies of Your PHI. You have the right to receive information about how we handle your information, for example, the name and address of someone who handles your information, the kinds of information being shared, and the names of the people that receive the information.

G. The Right to Be Notified When There Is A Breach of Your PHI. You have the right to be notified when your protected health information has been shared with others as described in this notice of privacy practices.

H. The Right to Ask Us To Change Information That You Believe is Incorrect. You have the right to ask us to change information that you believe is incorrect or incomplete. We may deny your request under certain circumstances.

I. The Right to Ask Us To Keep Certain Information About You Secret. You have the right to request that certain information not be shared with others as described in this notice of privacy practices.

J. The Right to Be Notified of a Change in This Notice of Privacy Practices. You have the right to be notified of a change in this notice of privacy practices. We will post the revised notice of privacy practices on our website, and if we make material changes, we will provide you with advance notice of the changes.

K. The Right to Ask Us To Follow Certain Requests About Your PHI. You have the right to ask us to provide your information to certain parties, such as your family member or your agent for health care decisions.

L. The Right to Ask Us To Not Use Social Security Numbers. We use your Social Security number only when necessary and only to identify you. We use your name to identify you. We do not share your Social Security number with anyone except when we need to provide the care or services you have requested.

M. The Right to Ask Us To Follow Certain Requests About Your PHI. You have the right to ask us to follow certain requests that you make about your information. For example, you may request to limit the information that we share about you or to request certain communications to be sent to you at alternate locations.

N. The Right to Ask Us To Not Use Social Security Numbers. We use your Social Security number only when necessary and only to identify you. We use your name to identify you. We do not share your Social Security number with anyone except when we need to provide the care or services you have requested.

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Y. The Right to Ask Us To Follow Certain Requests About Your PHI. You have the right to ask us to follow certain requests that you make about your information. For example, you may request to limit the information that we share about you or to request certain communications to be sent to you at alternate locations.

Z. The Right to Ask Us To Not Use Social Security Numbers. We use your Social Security number only when necessary and only to identify you. We use your name to identify you. We do not share your Social Security number with anyone except when we need to provide the care or services you have requested.
E. The Right to Get a List of the Disclosures We Have Made. You have a right to ask for a list of instances when we have used or disclosed your medical information for reasons other than your treatment, payment for services furnished to you, our health care operations, or disclosures you give us authorization to make. If you ask for this information from us more than once every twelve months, we may charge you a fee.

You have the right to a copy of this Notice in paper form. You may ask us for a copy at any time. You may also obtain a copy of this form at our web site at www.imaginghealthcare.com.

IV. HOW TO COMPLAIN ABOUT OUR PRIVACY PRACTICES.
If you think that we may have violated your privacy rights or you disagree with a decision we made about access to your PHI, you may file a complaint with the person listed in Section VI below. You may also send a written complaint to the Secretary of the Department of Health and Human Services, at 200 Independence Avenue, S.W., Room 509F, HHH Building, Washington, D.C. 20201 (email: ocrmail@hhs.gov). We will take no retaliatory action against you if you file a complaint about our privacy practices.

V. PERSON TO CONTACT FOR INFORMATION ABOUT THIS NOTICE OR TO COMPLAIN ABOUT OUR PRIVACY.
If you have any questions about this notice or any complaints about our privacy practices or would like to know how to file a complaint with the Secretary of the Department of Health and Human Services, please contact:

MemorialCare Imaging Center
Attn: HIPAA Security Officer
3300 West Coast Hwy, Suite B
Newport Beach, CA 92663
949-706-7827

VI. EFFECTIVE DATE OF THIS NOTICE.
This Privacy Policy went into effect on July 1, 2010.
ACKNOWLEDGEMENT OF RECEIPT OF REVISED NOTICE OF PRIVACY PRACTICES

I acknowledge that I have received a copy of MemorialCare Imaging Center Notice of Privacy Practices.

Patient Name: ____________  MR# ____________

____________________________
Signature of Patient/Patient Representative

____________________________
Relationship to Patient

____________________________
Date

Electronic copy to be maintained in Patient’s electronic health record