

Notice of Health Information Practices

Introduction

Steinberg Diagnostic Medical Imaging (SDMI) is committed to complete compliance with all state and Federal Guidelines with HIPAA. We maintain the privacy and confidentiality of information entrusted to us beyond the legal and ethical standards. This notice discusses the uses and disclosures we will make of your protected health information.

Understanding your Health Record/Information

Each time you visit *SDMI*, a record of your visit is made. *SDMI* collects and maintains oral, written and electronic information to administer our business and to provide care to all patients. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. We maintain physical and electronic safeguards to protect against risk, destruction or misuse.

Notice of Retention of Patient Health Record

State and Federal law require the records of every patient be kept for a minimum length of time. To ensure there is no unauthorized access to the patient information; records shall be purged including but not limited to a period of 7 years, Mammography patients 10years and if the patient is a minor, the record will be maintained for at least 5 yrs after age of majority which is equivalent to 23 yrs.

Your Health Information Rights

Although your health record is the physical property of *SDMI*, the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of information practices upon your request,
- Inspect and obtain a copy your health record. It must be in writing. We will provide a copy or a summary of your health information. We may charge a reasonable, cost based fee,
- Request an amendment your health record. It must be in writing and we will respond to your request within 60 days,
- Obtain an accounting of disclosures of your health information free of charge within a 12 month period.
- Request confidential communications of your health information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of your information. We are not required to agree to the request, however if you or someone on your behalf has paid out-of-pocket for services rendered in full,

you have the right to restrict access to your health plan unless a law requires us to share that information, and

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person had this authority and can act for you before we take any action.

If you believe your privacy or security rights have been violated, you can file a complaint:

- *SDMI's* Privacy Officer Sanaa Makram, c/o *SDMI*, 2950 S Maryland Pkwy, Las Vegas, NV 89109 or
- Department of Health and Human Services Office for Civil Rights 200 Independence Avenue, S.W., Washington D.C. 20201 or visiting www.hhs.gov/ocr/privacy/hipaa/complaints.
- There will be no retaliation for filing a complaint

Your Choices

For certain health information you can tell us your choice about what we share. Tell us what you want us to do and we will follow your instructions:

- Share information with your family, close friends, or others involved in your care,
- Share information in a disaster relief situation.

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it's in your best interest. We may also share your information when needed to lessen a serious or imminent threat to health or safety.

Our Responsibilities

SDMI is required to:

- Maintain the privacy and security of your health information,
- Abide by the terms of this notice,
- To notify you when there is a breach of unsecured protected health information, and
- We will not share your information other than as described here without your written permission. We will discontinue using or disclosing your health information after we have received written revocation.

SDMI will never share your information unless you give us written permission to:

- Marketing purposes,
- Sale of your Information,
- Most sharing of psychotherapy notes

In the case of fundraising:

- We do not use your PHI for fundraising efforts.

Uses and Disclosures We May Make without Written Authorization

For Treatment: We can use medical information to provide you with treatment or services. We can disclose medical information to other professionals who are involved in your care. We will also provide your physician or a subsequent health care provider with copies of various reports or radiology images that should assist him or her in treating you.

For Payment: We can use and disclose medical information to bill and get payment from health plans or other entities.

For Health Care Operations: We can use and disclose medical information to run our practice, improve care, and contact you when necessary.

Data Notification Purposes: We will use your contact information to provide a legally required notice of unauthorized acquisition, access or disclosure of your protected health information. We will send notice directly to you.

Appointment/Bill Reminders: We may use and disclose medical information to contact you as a reminder that you have an appointment or bill due. *SDMI* may send you an email; leave a message on an answering machine or with a third party regarding limited protected health information. *SDMI* utilizes an automated reminder system that may contact you on your mobile number if that is what is provided to us as the preferred phone number.

Research: We can disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

Coroners, Medical Examiners and Funeral Directors: We can disclose health information to such entities consistent with applicable law to carry out their duties.

Organ procurement organization: We can disclose health information to organ procurement organizations or other entities engaged in the procurement, banking or transplantation of organs for the purpose of tissue donation and transplant.

Public Health: *SDMI* can disclose PHI as required by laws that mandate the reporting of certain types of wounds, preventing or controlling disease, injury or disability.

Health Oversight Agency: *SDMI* can disclose PHI to a health oversight agency for oversight activities authorized by law, including, but not limited to audits, civil, administrative or criminal investigations; and licensure or disciplinary action.

Military & Veterans: If you are a member of the armed forces, we can release medical information about you as required by military command authorities. We may also release health information about foreign military personnel to the appropriate foreign military authority.

Workers Compensation: We can disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

Food and Drug Administration (FDA): We can disclose to the FDA health information relative to adverse events with regards to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Judicial Proceedings: SDMI can disclose PHI to comply with a court order, a court ordered subpoena, or a grand jury subpoena. These disclosures will be limited to the minimum necessary standard.

Correctional institution: Should you be an inmate of a correctional institution, we can disclose to the institution or agents there of health information necessary for your health and the health and safety of others.

Law Enforcement: SDMI can disclose PHI about an individual when we reasonably believe the individual to be a victim of abuse, neglect or domestic violence and the provider of care, using his/her professional judgment, believes this disclosure is necessary to prevent serious harm to the individual or to other potential victims.

SDMI may also disclose PHI if the disclosure is required by law and the disclosure is limited to the minimum necessary standard or the individual consents to the disclosure. Such disclosures may be made to a government authority authorized by law to receive such reports (including a social service or protective services agency).

SDMI may use or disclose PHI in response to a law enforcement official's request, for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person, provided that the disclosed information is limited to the minimum necessary.

National Security and Intelligence Activities: We may release health information about you to authorized Federal officials for intelligence, counterintelligence, or other national security activities authorized by law.

We reserve the right to change our policies and practices concerning the privacy of your medical information we already have about you as well as any information we receive in the future. Should our information practices change, we will post a copy of the revised notice in our front lobby at each of our locations and on our company website and you are entitled to a copy upon request. The notice current revision is effective June 2015.

Notice of Privacy Practices

2950 S. Maryland Parkway, Las Vegas, NV 89109
2767 N Tenaya Way, Las Vegas, NV 89128
4 Sunset Way, Building D, Henderson NV 89014
2850 Siena Heights, Henderson, NV 89052
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6925 N Durango Drive, Las Vegas, NV 89149
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