



OZARK HEALTH

NOTICE OF PRIVACY PRACTICES

Privacy Officer: (501) 745-9481

Your Information. Your Rights. Our Responsibilities.

2500 Hwy 65 South
Clinton, AR 72031
(501) 745-7000
www.ozarkhealth.net

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. When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

Your Rights

Get an electronic paper copy of your Medical Record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Please call the Medical Records office at (501) 745 9477.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your Medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Please call the Medical Records office at (501) 745 9477.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential Communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

Ask us to limit what We use or share

- You can ask us **not** to use or share certain health information for treatment, payment, or our operations.
 - We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer.
 - We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we’ve shared Information

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.
- We will respond to your request as soon as possible, but no later than 30 days from the date of your request.

Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
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Your Rights *continued*

Choose someone to act for you

- 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 has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting the Privacy Officer at (501) 745-9481 or sheila.smith@myozarkhealth.com.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory
- Contact you for fundraising efforts
 - We may contact you for fund raising efforts, but you may request to “opt out” by contacting us at the Foundation office at (501) 745-9303. This request will not affect the individual’s treatment or payment.

In these cases we *never* share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

Our Uses and Disclosures

How do we typically use or share your health information? We typically use or share your health information in the following ways:

Treat you

- We can use your health information and share it with other professionals who are treating you.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run our Organization

- We can use and share your health information to run our practice, improve your care, and contact you when necessary.

Example: We use health information about you to manage your treatment and services.

Bill for your Services

- We can use and share your health information to bill and get payment from health plans or other entities.

Example: We give information about you to your health insurance plan so it will pay for your services.

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How else can we use or share your health information? We are allowed or required to share your information in other ways - usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

- We can share health information about you for certain situations such as:
 - Preventing Disease
 - Helping with product recalls – including reporting as required by the Food and Drug Administration.
 - Reporting adverse reactions to medications
 - Reporting suspected abuse, neglect, or domestic violence
 - Preventing or reducing a serious threat to anyone’s health or safety.
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Do research

- We can use or share your information for health research.
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Comply with the law

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.
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Respond to organ and tissue donation requests

- We can share health information about you with organ procurement organizations.
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Work with a medical examiner or funeral director

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
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Address workers’ compensation, law enforcement, and other government requests

- We can use or share health information about you:
 - For workers’ compensation claims
 - For law enforcement purposes or with a law enforcement official
 - With health oversight agencies for activities authorized by law
 - For special government functions such as military, national security, and Presidential protective services
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Respond to lawsuits and legal actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena.
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Hospital Directory

- We do *NOT* create or manage a hospital directory
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Transferring PHI Electronically

- We may transfer your PHI to other health care providers electronically. We may also transmit information to your insurance carrier electronically.
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Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of This Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

Effective Date of Notice: 04-14-2003

Revised Date: August 2018

This Notice of Privacy Practices applies to the following organizations.

This notice applies to Ozark Health Incorporated, which includes Ozark Health Medical Center, Ozark Health Nursing and Rehab, Ozark Health Home Health, and Ozark Health Foundation.

Upon your request, we will provide you with any revised Notice of Privacy Practices or you may obtain a copy by accessing our website at www.ozarkhealth.net, by calling the Admissions office at 501-745-9490 and requesting that a revised copy be sent to you in the mail, or asking for one at the time of your next appointment.

We regard the safeguarding of your PHI as an important duty. The elements of this Notice and any Authorizations you may sign are required by state and federal law for your protection and to ensure your informed consent to the use and disclosure of PHI necessary to support your relationship with Ozark Health.

Privacy Officer: Sheila Smith

Phone: (501) 745-9481

sheila.smith@myozarkhealth.com

Security Officer: Jason Markle

Phone: 501-745-9755

jason.markle@myozarkhealth.com

HIPAA Compliance Officer: Kristi King

Phone: 501-745-9775

kristi.king@myozarkhealth.com