



**Advanced Care Provider Network**  
**Notice of Privacy Practices**  
**Effective: September 3, 2013**  
Updated: Version July 8, 2020

**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.**

Advanced Care uses health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. Your health information is contained in a medical record that is the physical property of Advanced Care.

**How Advanced Care May Use or Disclose Your Health Information for:**

**For Treatment:** Advanced Care may use your health information to provide you with medical treatment or services. For example, information obtained by a health care provider, such as a physician, nurse, or other person providing health services to you, will record information in your record that is related to your treatment. This information is necessary for health care providers to determine what treatment you should receive. Health care providers will also record actions taken by them in the course of your treatment and note how you respond to the actions.

**For Payment:** Advanced Care may use and disclose your health information to others for purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a third-party payor, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment.

\*The legal authority for the collection of information is authorized by section 1869 (a)(3) of the Social Security Act. The information provided will be used to further document your claim. Submission of the information requested is voluntary, but failure to provide all or any part of the requested information may affect the determination of your claim. Information you furnish may be disclosed to the Centers for Medicare & Medicaid Services or another person or government agency only with respect to the Medicare Program to comply with Federal laws requiring or permitting the disclosure of information or the exchange of information between the Department of Health and Human Services and other agencies.

**For Health Care Operations:** Advanced Care may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement personnel, and others to evaluate the performance of our staff.

**Appointments:** Advanced Care may use your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual.

**Fund Raising:** Advanced Care may use your information to contact you to raise funds for Advanced Care; a group health plan, health insurance issuer, or HMO with respect to a group health plan may disclose health information to the sponsor of the plan. You have the right to opt out by notifying staff in writing.

**Required by Law:** Advanced Care may use and disclose information about you as required by law. For example, Advanced Care may disclose information for the following purposes:

- for judicial and administrative proceedings pursuant to legal authority;
- to report information related to victims of abuse, neglect or domestic violence; and
- to assist law enforcement officials in their law enforcement duties;
- assess the quality of care and outcomes in your cases and similar cases;
- determine how to continually improve the quality and effectiveness of the health care we provide.
- learn how to improve our facilities and services; and

**Public Health:** Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, or disability, or for other health oversight activities.

**Decedents:** Health Information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

**Organ/Tissue Donation:** Your health information may be used or disclosed for cadaveric organ, eye or tissue donation purposes.

**Research:** Advanced Care may use your health information for research purposes when an institutional review board or privacy board that has reviewed the research proposal and established protocols to ensure the privacy of your health information has approved the research.

**Health and Safety:** Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.

**Government Functions:** Specialized government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your health information.

**Workers Compensation:** Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation.

**Marketing Communications:** Your health information may be used or disclosed to identify health related services and products that may be beneficial to your health and we may contact you regarding this. Authorization will be obtained when required by law.

### **Your Health Information Rights**

You have the right to:

- obtain a paper copy of the notice of information practices upon request;
- inspect and obtain a copy of your health record as provided for in 45 CFR §164.524; information held electronically will be provided in electronic form if requested by the patient. All prescription or equivalent record requests are subject to compliance with the regulations set forth in the Michigan Health Code and Pharmacy Law, Act 368, §333.17752;
- amend your health record as provided in 45 CFR §164.526;
- request communications of your health information by alternative means or at alternative locations;
- request a restriction on certain uses and disclosures of your information as provided by 45 CFR §164.522; however, Advanced Care is not required to agree to a requested restriction; our patients have a right to a restriction to disclosure of PHI to a health plan for payment if the patient has paid in full for the services and items provided for the visit
- revoke your authorization to use or disclose health information except to the extent that action has already been taken; and
- receive an accounting of disclosures made of your health information as provided by 45 CFR §164.528.

### **Complaints**

You may voice a complaint to **Advanced Care Corporate** office (517) 789-8980, the **Department of Health and Human Services** (877) 696-6775 and **Accreditation Commission for Health Care** (919) 785-1214 if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint. You have the right to have your complaint investigated and be notified of a resolution.

**Contact Information** If you have any questions or complaints, please contact:

#### ***PRIVACY OFFICER***

1410 W. Ganson St.  
Jackson, MI 49202  
Phone: 517-789-8980

#### ***The Compliance Team***

Spring House, PA 19477  
Phone# (215) 654-9110  
[www.thecomplianceteam.org](http://www.thecomplianceteam.org)

### **Obligations of Advanced Care**

Advanced Care is required to:

- \* maintain the privacy of protected health information;
- \* provide you with this notice of its legal duties and privacy practices with respect to your health information;
- \* abide by the terms of this notice;
- \* notify you if we are unable to agree to a requested restriction on how your information is used or disclosed;
- \* accommodate reasonable requests you may make to communicate health information by alternative means or at alternative locations; and
- \* obtain your written authorization to use or disclose your health information for reasons other than those listed above and permitted under law.
- \* to notify you in case of a breach of your unsecured protected health information when it has been or is reasonably believed to have been accessed, acquired, used or disclosed in violation of privacy regulations.

Advanced Care reserves the right to change its information practices and to make the new provisions effective for all protected health information it maintains. Revised notices will be made available to you in the manner prescribed in Policy and Procedure Notice of Privacy Practices.