

Rejuvenate Mind Body Wellness Center
400 SW Longview Blvd. Ste 160
Lee's Summit, MO 64081

Privacy Notice (NOPP)

This notice describes how medical information about you may be used and disclosed and how you can get access to that information

PLEASE REVIEW THIS NOTICE CAREFULLY.

Rejuvenate is committed to maintaining the privacy of your protected health information ("PHI"), which includes information about your health condition and the care and treatment you receive from Rejuvenate. The creation of a record detailing the care and services you receive helps this office to provide you with quality health care. This Notice details how your PHI may be used and disclosed to third parties. This Notice also details your rights regarding your PHI.

CONSENT

Rejuvenate may use and/or disclose your PHI provided that it first obtains a valid Consent signed by you. The Consent will allow Rejuvenate to use and/or disclose your PHI for the purposes of:

Treatment – In order to provide you with the health care you require, Rejuvenate will provide your PHI to those health care professionals, whether on Rejuvenate's staff or not, directly involved in your care so that they may understand your health condition and needs.

Payment – In order to get paid for services provided to you, Rejuvenate will provide your PHI, directly or through a billing service, to appropriate third party payors, pursuant to their billing and payment requirements.

Health Care Operations – In order for Rejuvenate to operate in accordance with applicable law and insurance requirements and in order for Rejuvenate to continue to provide quality and efficient care, it may be necessary for Rejuvenate to compile, use and/or disclose your PHI.

Appointment Reminders - Rejuvenate will contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. The following appointment reminders are used by Rejuvenate: a) an email sent to you reminding you of the appointment and b) telephoning your preferred phone and leaving a message.

Open Treatment Areas – There are areas within Rejuvenate where conversations with you regarding your care may be overheard. If at any time you are uncomfortable regarding these conversations, please let a staff member know and every attempt will be made to locate a private location for your conversation.

Treatment Alternatives - We may tell you about or recommend possible treatment options or alternatives that may be of interest to you.

Health-Related Products and Services - We may tell you about health-related products or services that may be of interest to you.

Special Situations

Rejuvenate may use and/or disclose your PHI, without a written Consent from you, in the following instances:

- A. De-identified Information – Information that does not identify you and, even without your name, cannot be used to identify you.
- B. Business Associate – To a business associate if Rejuvenate obtains satisfactory written assurance, in accordance with applicable law, that the business associate will appropriately safeguard your PHI. A business associate is an entity that assists Rejuvenate in undertaking some essential function, such as a billing company that assists the office in submitting claims for payment to insurance companies or other payers.

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- C. Personal Representative – To a person who, under applicable law, has the authority to represent you in making decisions related to your health care.
- D. Emergency Situations – for the purpose of obtaining or rendering emergency treatment to you provided that Rejuvenate attempts to obtain your Consent as soon as possible; or to a public or private entity authorized by law or by its charter to assist in disaster relief efforts, for the purpose of coordinating your care with such entities in an emergency situation.
- E. Communication Barriers – If, due to substantial communication barriers or inability to communicate, Rejuvenate has been unable to obtain your Consent and Rejuvenate determines, in the exercise of its professional judgment, that your Consent to receive treatment is clearly inferred from the circumstances.
- F. Public Health Activities - Such activities include, for example, information collected by a public health authority, as authorized by law, to prevent or control disease.
- G. Abuse, Neglect or Domestic Violence - To a government authority since Rejuvenate is required by law to make such disclosure. Rejuvenate is authorized by law to make such a disclosure, and will do so if it believes that the disclosure is necessary to prevent serious harm.
- H. Health Oversight Activities - Such activities, which must be required by law, involve government agencies and may include, for example, criminal investigations, disciplinary actions, or general oversight activities relating to the community's health care system.
- I. Judicial and Administrative Proceeding - For example, Rejuvenate may be required to disclose your PHI in response to a court order or a lawfully issued subpoena.
- J. Law Enforcement Purposes - In certain instances, your PHI may have to be disclosed to a law enforcement official. For example, your PHI may be the subject of a grand jury subpoena. Or, Rejuvenate may disclose your PHI if Rejuvenate believes that your death was the result of criminal conduct.
- K. Coroner or Medical Examiner - Rejuvenate may disclose your PHI to a coroner or medical examiner for the purpose of identifying you or determining your cause of death.
- L. Organ, Eye or Tissue Donation - If you are an organ donor, Rejuvenate may disclose your PHI to the entity to whom you have agreed to donate your organs.
- M. Research - If Rejuvenate is involved in research activities, your PHI may be used, but such use is subject to numerous governmental requirements intended to protect the privacy of your PHI.
- N. Avert a Threat to Health or Safety - Rejuvenate may disclose your PHI if it believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to an individual who is reasonably able to prevent or lessen the threat.
- O. Specialized Government Functions - This refers to disclosures of PHI that relate primarily to military and veteran activity.
- P. Workers' Compensation - If you are involved in a Workers' Compensation claim, Rejuvenate may be required to disclose your PHI to an individual or entity that is part of the Workers' Compensation system.
- Q. National Security and Intelligence Activities – Rejuvenate may disclose your PHI in order to provide authorized governmental officials with necessary intelligence information for national security activities and purposes authorized by law.
- R. Military and Veterans – If you are a member of the armed forces, Rejuvenate may disclose your PHI as required by the military command authorities.

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FAMILY/FRIENDS

Rejuvenate may disclose to your family member, other relative, a close personal friend, or any other person identified by you, your PHI directly relevant to such person's involvement with your care or the payment for your care. Rejuvenate may also use or disclose your PHI to notify or assist in the notification (including identifying or locating) a family member, a personal representative, or another person responsible for your care, of your location, general condition or death. However, in both cases, the following conditions will apply:

- A. If you are present at or prior to the use or disclosure of your PHI, Rejuvenate may use or disclose your PHI if you agree, or if Rejuvenate can reasonably infer from the circumstances, based on the exercise of its professional judgment, that you do not object to the use or disclosure.
- B. If you are not present, Rejuvenate will, in the exercise of professional judgment, determine whether the use or disclosure is in your best interests and, if so, disclose only the PHI that is directly relevant to the person's involvement with your care.

AUTHORIZATION

Uses and/or disclosures, other than those described above will be made only with your written Authorization. We will not use or disclose your health information for any purpose other than those identified in the previous sections without your specific, written *Authorization*. We must obtain your *Authorization* separate from any *Consent* we may have obtained from you. If you give us *Authorization* to use or disclose health information about you, you may revoke that *Authorization*, in writing, at any time. If you revoke your *Authorization*, we will no longer use or disclose information about you for the reasons covered by your written *Authorization*, but we cannot take back any uses or disclosures already made with your permission.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

You have the following rights regarding health information we maintain about you:

Inspect and copy your PHI as provided by law. To inspect and copy your PHI, you must submit a written request to Rejuvenate's Privacy Officer. Rejuvenate can charge you a fee for the cost of copying, mailing or other supplies associated with your request. In certain situations that are defined by law, Rejuvenate may deny your request, but you will have the right to have the denial reviewed as set forth more fully in the written denial notice.

Amend your PHI as provided by law. To request an amendment, you must submit a written request to Rejuvenate's Privacy Officer. You must provide a reason that supports your request. Rejuvenate may deny your request if it is not in writing, if you do not provide a reason in support of your request, if the information to be amended was not created by Rejuvenate (unless the individual or entity that created the information is no longer available), if the information is not part of your PHI maintained by Rejuvenate, if the information is not part of the information you would be permitted to inspect and copy, and/or if the information is accurate and complete. If you disagree with Rejuvenate's denial, you will have the right to submit a written statement of disagreement.

Request restrictions on certain use and/or disclosure of your PHI as provided by law. However, Rejuvenate is not obligated to agree to any requested restrictions. To request restrictions, you must submit a written request to Rejuvenate's Privacy Officer. In your written request, you must inform Rejuvenate of what information you want to limit, whether you want to limit Rejuvenate's use or disclosure, or both, and to whom you want the limits to apply. If Rejuvenate agrees to

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your request, Rejuvenate will comply with your request unless the information is needed in order to provide you with emergency treatment.

Revoke any Authorization and/or Consent, in writing, at any time. To request a revocation, you must submit a written request to Rejuvenate's Privacy Officer.

Receive confidential communications or PHI by alternative means or at alternative locations. You must make your request in writing to Rejuvenate's Privacy Officer. Rejuvenate will accommodate all reasonable requests.

Receive an accounting of disclosures of your PHI as provided by law. To request an accounting, you must submit a written request to Rejuvenate's Privacy Officer. The request must state a time period, which may not be longer than six (6) years and may not include dates before April 14, 2003. The request should indicate in what form you want the list (such as a paper or electronic copy). The first list you request within a twelve (12) month period will be free, but Rejuvenate may charge you for the cost of providing additional lists. Rejuvenate will notify you of the costs involved and you can decide to withdraw or modify your request before any costs are incurred.

Receive a paper copy of this Privacy Notice from Rejuvenate upon request to Rejuvenate's Privacy Officer.

Complain to Rejuvenate or to the Secretary of HHS if you believe your privacy rights have been violated. To file a complaint with Rejuvenate, you must contact Rejuvenate's Privacy Officer. All complaints must be in writing. You will not be penalized for filing a complaint.

To obtain more information on, or have your questions about your rights answered; you may contact Rejuvenate's Privacy Officer, Dr. Tiffany Fellows at 816-761-3944 or via email at dr.tiffany@rejuvenatekc.com

REJUVENATE'S REQUIREMENTS

Rejuvenate:

- A. Is required by federal law to maintain the privacy of your PHI and to provide you with this Privacy Notice detailing Rejuvenate's legal duties and privacy practices with respect to your PHI.
- B. Is required by State law to maintain a higher level of confidentiality with respect to certain portions of your medical information that is provided for under federal law.
- C. Is required to abide by the terms of this Privacy Notice.
- D. Reserves the right to change the terms of this Privacy Notice and to make the new Privacy Notice provisions effective for all of your PHI that it maintains.

EFFECTIVE DATE

This Notice is in effect as of 01/5/2009.