

Notice of Privacy Practices Attachment "C"
Effective Date April 14, 2003

The Federal *Health Insurance Portability and Accountability Act* (HIPPA) regulates the ability of Covered Entities to use and disclose Protected Health Information (PHI). PHI includes all individually identifiable health information, including demographic information, maintained or transmitted by a covered entity, whether in electronic or any other form.

A. The Center Group, LLP has high security standards to keep the information we have about you safe. We maintain strict control over access to your information by limiting the use and disclosure of your PHI only as legally permissible to carry out (1) *Treatment*, (2) *Payment* and (3) *Health Care Operations*.

B. The uses of PHI for other purposes require, patient "*authorization*". An authorization is a detailed document that gives The Center Group, LLP, permission to use PHI for specific purposes, which are generally other than *Treatment, Payment, or Health Care Operations*, or to disclose protected health information to a third party specified by you.

Rights

1. You have the right to receive a copy of our Notice of Privacy Practices.
2. You have the right to obtain a copy of your record. The request for a copy of your record must be submitted to the location that provided services, in writing and your request must be signed. (There is a charge for copies of records you request.)
3. You have the right to request an amendment to any information in you record. The request must be in writing and adequately describe the specific information you believe to be inaccurate, incomplete, irrelevant, and the reason for this belief.
4. You have the right to request a list of all disclosures of information, both written and oral, from records pertaining to you. (An accounting is not required to be maintained in certain circumstances, including when disclosure is to employees who have a need for the information in the performance of their official duties for treatment, payment, and health care operations.)
5. You have the right to request to receive confidential communications from The Center Group, LLP either at alternative locations or by alternative means. We will accommodate reasonable request for such confidential communications.
6. You have the right to request restrictions on our use or disclosure of your PHI, but we are not required to comply with that request and are bound only if we expressly agree to the requested restriction.
7. A personal representative of a deceased individual has the same rights as the deceased individual. A personal representative may also request an amendment to the deceased individual's records.

Privacy Rule

8. You have the right to review the description of potential uses and disclosures of your Protected Health Information and we want you to know that:

Your PHI is used to set up appointments, to consult with you referring physician regarding treatment and it is provided to your health plan, provided that the health plan has or had a relationship with you and the PHI requested pertains to the relationship. The Center Group, LLP, or a business associate taking action on our behalf may disclose PHI as necessary to obtain payment for health care. The Center Group, LLP or a business associate may provide you with communications about our own health-related services or promotion of health in general.

The Center Group, LLP, may disclose PHI, without authorization, to public health authorities that are legally authorized to receive such reports for the purpose of preventing or controlling disease, injury, or disability.

The Center Group, LLP, may disclose PHI to insurers, state administrators, employers, and other persons or entities involved in workers' compensation systems, without individual authorization, limiting to the minimum amount necessary to accomplish the workers' compensation purpose. The HIPPA Privacy Rule does not apply to many facets of workers' compensation. Under this requirement, PHI may be shared for such purposes to the full extent authorized by State or other law.

9. The terms of this Notice of Privacy Practices are subject to change. Updated copies will be posted with a revision date and may be obtained from the front desk.

10. If you have questions about accessing or correcting your information, please direct them to the Privacy Officer, 4411 S. Adams Street, Marion, IN, 46953. You have the right to file a complaint directly with The Center Group, LLP, Privacy Officer.

- A complaint should be in writing, contain the name and address of the person filing it, and briefly describe the alleged violation.
- A complaint should be filed in the office of the Privacy Officer within 30 days after the person filing the complaint becomes aware of the violation.
- The Privacy Officer or designee will investigate the complaint. The investigation will be informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to the complaint.
- The Privacy Officer shall issue a written decision determining the validity of the complaint no later than 30 days after its filing.
- An individual who files a complaint may pursue other remedies. This includes filing with The Office for Civil Rights, Department of Health and Human Services.

Acknowledgment of receipt of Notice of Privacy Practices, or reason why it was not obtained.

Signature

Date