

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY

1. Patient Privacy

Safeguarding patient privacy is a priority at Lamprey Health Care (LHC). We follow strict federal and state guidelines to maintain the confidentiality of protected health information (PHI). We are required by law to maintain the privacy of your PHI and to provide you with this Notice of our legal duties and privacy practices and to abide by the terms of this Notice or other Notice in effect at the time of the use of your information.

2. How Do We Use Your Medical Information

When you visit Lamprey Health Care, we use your health information to treat you to obtain payment for services, and to conduct normal business known as health care operations. We do not need your permission to share this information. Examples of how we use your information include:

Treatment

We use and disclose PHI to provide treatment and other services to you for example, to diagnose and treat your injury or illness. In addition, we, or one of our Business Associates, may contact you to provide information about treatment alternatives that may interest you. We may disclose PHI to other providers involved in your treatment. We also may use and disclose health information to reach you about appointment reminders and other matters. We may contact you by mail, telephone, or email. We may leave voice messages at the telephone number you give us and we may respond to your email.

Payment

We may use and disclose PHI to obtain payment for services that we provide to you, for example, for payment from your health insurer, or other company that pays the cost of your health care.

Health Care Operations

We may use and disclose PHI for our health care operations, which include various activities that improve the quality and cost effectiveness of the care that we deliver to you. For example, we may use PHI to evaluate the quality and competence of our physicians, nurses and other health care workers. We may disclose PHI to our practice manager in order to resolve any complaints you may have and ensure that you have a pleasant visit with us.

3. Business Associates

We may sometimes disclose PHI to organizations or individuals that assist us in performing some Health Care Operations. For example we have business associate contracts with our record storage company and for shredding services. Our agreements with these "Business Associates" provide for continued privacy protection of that protected health information.

4. Information We May Share Without Your Written Permission

On a limited basis we are permitted or required to disclose health information without your written permission. These situations are described below:

a. Disclosure to Relatives, Close Friends and Other Caregivers

We may use or disclose certain relevant PHI to a family member, other relative, a close personal friend or any other person identified by you when you are present for, or otherwise available prior to, the disclosure. If you object to such uses or disclosures, please notify the Medical Team or Physician. If you are not present, you are incapacitated, or in an emergency circumstance, we may exercise our professional judgment to determine whether a disclosure is in your best interest. If we disclose information, we would disclose only information that is directly relevant to the person's involvement with your health

care or payment related to your health care. We may also disclose PHI in order to notify (or assist in notifying) such persons of your location, general condition or death.

If you object to such uses or disclosures please notify the Privacy Officer.

b. Public Health Activities

We may disclose PHI for the following public health activities (1) to report health information to public health authorities for the purpose of preventing or controlling disease, injury or disability; (2) to report child abuse and neglect to public health authorities by law to receive such reports; (3) to report information about products and services under the jurisdiction of the U.S. Food and Drug Administration ;(4) to alert a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading a disease or condition; and (5) to report information to your employer as required under laws addressing work-related illnesses and injuries or workplace medical surveillance.

c. Victims of Abuse, Neglect or Domestic Violence

If we reasonably believe you are a victim of abuse, neglect or domestic violence, we may disclose PHI to a governmental authority, including a social service or protective services agency, authorized by law to receive reports of such abuse, neglect, or domestic violence.

d. Health Oversight Activities

We may disclose PHI to government oversight agencies for activities as authorized by law, including, for example, audits, investigations, inspections and licensure.

e. Judicial and Administrative Proceedings

We may disclose PHI in the course of a judicial or administrative proceeding in response to a legal order or other lawful process.

f. Law Enforcement Officials

We may disclose PHI to the police or other law enforcement officials as required or permitted by law or in compliance with a court order or a grand jury or administrative subpoena.

g. Decedents

We may disclose PHI to a coroner or medical examiner or funeral director as authorized by law.

h. Organ and Tissue Procurement

We may disclose PHI to organizations that facilitate organ, eye or tissue procurement, banking or transplantation.

i. Research

We may use or disclose PHI without your consent or authorization if an Institutional Review Board/Privacy Board approves a waiver of authorization for disclosure.

j. Health or Safety

We may use or disclose PHI to prevent or lessen a serious and imminent threat to a person's or the public's health or safety.

k. Specialized Government Functions

We may use or disclose PHI to units of the government with special functions, such as the U.S. Military or the U.S. Department of State , to National Security and Intelligence Agencies and for protective services for the President and others.

l. Worker's Compensation

We may disclose PHI as authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs.

m. As Required By Law

We may use and disclose PHI when required to do so by any other law not already referred to in the preceding categories.

n. Fundraising

We may contact you for fundraising purposes, however you have the right to opt out of receiving these types of communications.

5. USE AND DISCLOSURES REQUIRING YOUR WRITTEN PERMISSION

a. Use or Disclosure with Your Authorization

For any purpose other than the ones described in Section 4, we will only use or disclose your PHI when you give us your written permission. Release of PHI for marketing purposes and the sale of PHI require your written permission. Any use or disclosure not described in this notice will be made only with your written permission.

b. Uses and Disclosures of Your Highly Confidential Information

Federal and State law require special privacy protections for certain highly confidential information about you including:

- Drug and alcohol abuse treatment
- Mental health treatment
- HIV/AIDS testing
- STD testing
- Genetic testing

6. YOUR HEALTH INFORMATION RIGHTS

a. Right to Request Restrictions

You have the right to ask that we limit how we use or disclose your PHI. You may also have the right to request a limit on the health information we disclose about you to someone who is involved in your care or the payment for your care.

We are required to agree to your request **only** if (1) except as otherwise required by law, the disclosure is to your health plan and the purpose is related to payment or health care operations (and not treatment purposes), **and** (2) your information pertains solely to health care services for which you have paid in full. **For other requests we are not required to agree.** If we do agree, we will comply with your request unless the information is needed to provide emergency treatment.

b. Right to Receive Confidential Communications

You may request, and we will accommodate, any reasonable written request for you to receive PHI by alternative means of communication or at alternative locations.

c. Right to Inspect and Copy Your Health Information

You may request access to your medical and billing records maintained by us in order to inspect and request copies of the records, including in an electronic format. All requests for access must be made in writing. Under limited circumstances, we may deny you access to your records. If you desire access to your records, please obtain a record request form. If you request copies, a fee may apply as allowed by the State of New Hampshire Senate Bill 42.

d. Right to Revoke Your Authorization

You may revoke Your Authorization, except to the extent that we have taken action in reliance upon it, by delivering a written revocation statement to the Privacy Officer.

e. Right to Amend Your Records

You have the right to request that we amend PHI maintained in your medical and billing records. If you desire to amend your

records, please obtain an amendment request form from the Privacy Officer. All requests for amendments must be in writing. We will comply with your request to amend your PHI if we determine that it is inaccurate or incomplete.

f. Right to Receive an Accounting of Disclosures

Upon written request, you may obtain an accounting of certain disclosures of PHI for the preceding three years. You may also obtain an access report beginning in January 2014. If you request an accounting of disclosures more than once in a twelve (12) month period, a fee may apply as allowed by the State of New Hampshire, Senate Bill 42.

g. Right to Receive Paper Copy of this Notice

Upon written request, you may obtain a paper copy of this Notice, even if you agreed to receive such notice electronically.

h. Right to Breach Notification

We are required by Federal Law to notify you of a breach of your PHI. This notification will be sent to you in writing and describe the details of the breach. This notice will also contain contact information so that you may ask questions about the breach.

7. Further Information: Complaints

If you desire further information about your privacy rights, are concerned that we have violated your privacy rights or disagree with a decision that we made about access to your PHI, you may contact our Privacy Officer. You may also send a written complaint to the US Department of Health and Human Services. The Privacy Officer can supply you with the address upon request. We will not discriminate against you for filing a complaint.

8. Effective Date

This notice is effective on April 14, 2003. Updated July 2013.

9. Right to Change Terms of this Notice

We may change the terms of this Notice at any time. If we change this Notice, we may make the new notice terms effective for all PHI that we maintain, including any information created or received prior to issuing the new notice. If we change this Notice, we will post the revised notice in waiting areas of the Practice and on our Internet site at www.Lampreyhealth.org. You may also obtain any revised notices by contacting the Privacy Officer.

10. PRIVACY OFFICER

You may contact the Privacy Officer at:

128 Route 27

Raymond, NH 03077

Tel (603) 244-7368