

Notice of Privacy Practices

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.

Cardiodiagnostics is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices at Cardiodiagnostics please contact:

Julie Ballweber
Director of Administration
1633 Medical Center Point, Suite 143
Colorado Springs, CO 80907

Effective Date of This Notice: April 15, 2003

I. How Cardiodiagnostics may Use or Disclose Your Health Information

Cardiodiagnostics collects health information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of Cardiodiagnostics, but the information in the medical record belongs to you. Cardiodiagnostics protects the privacy of your health information. The law permits Cardiodiagnostics to use or disclose your health information for the following purposes:

1. Treatment. Cardiodiagnostics uses and discloses your personal health information (PHI) in the diagnosis of cardiovascular disease. As an example, included but not limited to, Cardiodiagnostics shares your cardiovascular test results with your treating cardiologist and with your insurance carrier for case management and/or medical management. The kinds of health care information we may disclose about you in such circumstances could include your test results from nuclear medicine imaging, cardiovascular ultrasounds, holter monitoring and event monitoring. Cardiodiagnostics may also discuss your case in order to coordinate care between the cardiologist, other physicians or the insurance carrier.

2. Payment. Cardiodiagnostics uses and discloses your personal health information (PHI) such as diagnostic and treatment details to your insurance carrier in order to obtain payment for services rendered or to appeal payment issues. As an example, included but not limited to, a HCFA 1500 claims form is filed with your insurance carrier which includes PHI such as your diagnosis, name, date of birth, address and policy number. On occasion, an appeal for payment may need to be filed with your insurance carrier which may require medical record documentation. Cardiodiagnostics also utilizes a collection agency to recoup payment on outstanding accounts. The collection agency would have access to personal health information on such accounts to aid them in their recoupment efforts on behalf of Cardiodiagnostics.

3. Regular Health Care Operations. Cardiodiagnostics uses and discloses your personal health information to, included but not limited to, coordinate with the case management staff of your insurance carrier. During such time, Cardiodiagnostics may forward cardiovascular test results and/or images to the designated department or personnel. Your medical records may be randomly inspected by insurance personnel who conduct quality assurance reviews to ensure that high standards of care are being maintained for their members. Business consultants may also be privy to your personal health information as they assist Cardiodiagnostics with claim coding or practice management.

Cardiodiagnostics Notice of Privacy Practices

4. Information provided to you.
5. Patient and Technical Staff Room Schedule. We may list your name, where you are located in our facilities and type of procedure. This information may be provided to other people who ask for you by name, such as your cardiologist. If you do not want us to list this information in our schedule and provide it to others, you must tell us that you object.
6. Notification and communication with family. We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.
7. Required by law. As required by law, we may use and disclose your health information.
8. Public health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.
9. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
10. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.
11. Law enforcement. We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.
12. Deceased person information. We may disclose your health information to coroners, medical examiners and funeral directors.
13. Organ donation. We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.
14. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board or Cardiodiagnostics privacy board.
15. Public safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.
16. Specialized government functions. We may disclose your health information for military, national security, prisoner and government benefits purposes.
17. Worker's compensation. We may disclose your health information as necessary to comply with worker's compensation laws.

18. Marketing. We may contact you to provide appointment reminders or to give you information about other treatments or health-related benefits and services that may be of interest to you.

19. Fund-raising. We may contact you to participate in fund-raising activities for The American Heart Association Heart Walk.

21. Change of Ownership. In the event that Cardiodiagnostics is sold or merged with another organization, your health information/record will become the property of the new owner.

II. When Cardiodiagnostics May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, Cardiodiagnostics will not use or disclose your health information without your written authorization. If you do authorize Cardiodiagnostics to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

III. Your Health Information Rights

[Note: Each of these rights should be explained in enough detail so that the individual understands that each right is not absolute and is subject to some limitations and conditions. While some of these rights have been expanded to include the basic limitations provided under the law, each should be considered in light of the permitted conditions under the law and the organization's actual practices.]

1. You have the right to request restrictions on certain uses and disclosures of your health information. Cardiodiagnostics is not required to agree to the restriction that you requested.

2. You have the right to receive your health information through a reasonable alternative means or at an alternative location. Any alternative means of communication must be documented to Cardiodiagnostics through a Confidential Channel Communication Request form, which may be obtained at the front desk.

3. You have the right to inspect and copy your health information. Cardiodiagnostics charges \$25 per videotape reproduction for ultrasound images. Cardiodiagnostics charges \$14 for copying of less than 10 pages, \$.50 for pages 11-49 and \$.33 for 49 pages or more.

4. You have a right to request that Cardiodiagnostics amend your health information that is incorrect or incomplete. Cardiodiagnostics is not required to change your health information and will provide you with information about Cardiodiagnostics' denial and how you can disagree with the denial. Any requests for amending health information must be documented to Cardiodiagnostics through a Request For Amendment of Protected Health Information form, which may be obtained at the front desk.

5. You have a right to receive an accounting of disclosures of your health information made by Cardiodiagnostics, except that Cardiodiagnostics does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you), 5 (Patient and Technical Staff Schedule) and 16 (certain government functions) of section I of this Notice of Privacy Practices.

6. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact

Julie Ballweber

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Director of Administration
1633 Medical Center Point, Suite 143
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IV. Changes to this Notice of Privacy Practices

Cardiodiagnostics reserves the right to amend this Notice of Privacy Practices at any time in the future. Until such amendment is made, Cardiodiagnostics is required by law to comply with this Notice. In the event that Cardiodiagnostics amends this Notice of Privacy Practices, a new notice will be provided to you prior to your next scheduled test, during which time you will be asked to sign and date the new notice.

V. Complaints

Complaints about this Notice of Privacy Practices or how Cardiodiagnostics' handles your health information should be directed to:

Julie Ballweber
Director of Administration
1633 Medical Center Point, Suite 143
Colorado Springs, CO 80907

Any complaints must be documented to Cardiodiagnostics through a Complaint Form, which may be obtained at the front desk.

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Department of Health and Human Services
Office of Civil Rights
Hubert H. Humphrey Bldg.
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, DC 20201

You may also address your complaint to one of the regional Offices for Civil Rights. A list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>.