

Second Look Pathology, LLC (SLP™)

HIPAA Notice of Privacy Practices Statement 3-20-2012

David B. Durand, M.D.
Laboratory Director
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The Health Insurance Portability and Accountability Act of 1996 (HIPAA) imposes numerous requirements on employer health plans concerning the use and disclosure of individual health information. This information, known as protected health information (PHI), includes virtually all individually identifiable health information held by a company - whether received in writing, electronic, or as an oral communication.

How We Collect Information About You: SLP™ and its employees and volunteers collect data through a variety of means including but not necessarily limited to letters, phone calls, emails, voice mails, and from the submission of clinical and billing information that is either required by law, or necessary to facilitate the review of your clinical case material.

What We Do Not Do With Your Information: Information about your financial situation and medical conditions and care that you provide to us in writing, via email, on the phone (including information left on voice mails), contained in or attached to applications, or directly or indirectly given to us, is held in strictest confidence.

We do not give out, exchange, barter, rent, sell, lend, or disseminate any information about patients who ask for or actually receive our services that is considered patient confidential, is restricted by law, or has been specifically restricted by a patient/client in a signed HIPAA consent form.

We do not and will not knowingly release your health information to anyone at any time without your written permission. Every reasonable precaution is taken to insure the privacy of your health information, and we abide by the terms of this notice.

Complaints: If you believe we have violated your privacy, you have the right to complain to the U.S. Human Health Service and to SLP™. Should you wish to file such a complaint with SLP™, please address it to: David B. Durand, M.D., Laboratory Director, Second Look Pathology, LLC, 5445 Matthew Ct., Sarasota, FL, 34231.

How We Do Use Your Information: Information is only used as is reasonably necessary to process your requisition for services or to provide you with health or counseling services which may require communication between SLP™ and health care providers, medical product or service providers, insurance companies, and other providers necessary to: verify your medical information is accurate; determine the type of health care services you need including, but not limited to review of your pathology material, case history, and your treatment plan.

For Treatment includes providing, coordinating, or managing health care by one (1) or more health care providers or doctors. Treatment also can include coordination or management of care between a provider and a third party, and consultation and referrals between providers. For example, SLP™ may share health information about you with physicians who are treating you.

For Payment includes activities by SLP™, health plans, or providers to obtain premiums, make coverage determinations and provide reimbursement for health care. This can include eligibility determinations, reviewing services for medical necessity or appropriateness, utilization management activities, claims

management, and billing; as well as “behind the scenes” SLP™ functions such as risk adjustment, collection, or reinsurance. For example, SLP™ may share information about your coverage or the expenses you have incurred with a health plan in order to coordinate payment of benefits.

- **Health care operations** include activities by SLP™ (and in limited circumstances plans or providers) such as wellness and risk assessment programs, quality assessment and improvement activities, customer service, and internal grievance resolution. Health care operations also include vendor evaluations, credentialing, training, accreditation activities, underwriting, premium rating, arranging for medical review and audit activities, and business planning and development. For example, the SLP™ may use information about your claims to review the effectiveness of wellness programs.

The amount of health information disclosed will be limited to the “Minimum Necessary” for these purposes, as defined by HIPAA. SLP™ also may contact you to provide reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Other allowable uses or disclosures of your health information

In certain cases, your health information can be disclosed without authorization to a family member, close friend, or other person you identify who is involved in your care or payment for your care. Information describing your location, general condition, or death may be provided to a similar person (or to a public or private entity authorized to assist in disaster relief efforts). You’ll generally be given the chance to agree or object to these disclosures (although exceptions may be made, for example if you are not present or if you are incapacitated). In addition, your health information may be disclosed without authorization to your legal representative.

SLP™ also is allowed to use or disclose your health information without your written authorization for uses and disclosures required by law, for public health activities, and other specified situations, including:

- ⌚ Disclosures to Workers’ Compensation or similar legal programs, as authorized by and necessary to comply with such laws
- ⌚ Disclosures related to situations involving threats to personal or public health or safety
- ⌚ Disclosures related to situations involving judicial proceedings or law enforcement activity
- ⌚ Disclosures to a coroner or medical examiner to identify the deceased or determine cause of death; and to funeral directors to carry out their duties
- ⌚ Disclosures related to organ, eye or tissue donation, and transplantation after death
- ⌚ Disclosures subject to approval by institutional or private privacy review boards and subject to certain assurances by researchers regarding necessity of using your health information and treatment of the information during a research project
- ⌚ Certain disclosures related to health oversight activities, specialized government or military functions and Health and Human Services investigations

Except as described in this notice, other uses and disclosures will be made only with your written authorization. You may revoke your authorization as allowed under HIPAA rules. However, you can’t revoke your authorization if SLP™ has taken action relying on it. You can’t revoke your authorization with respect to disclosures SLP™ has made.

We will not disclose HIV Test, STD Test or Viral Hepatitis Test, Genetic, or Mental Health and Developmental Disabilities information unless required by law or the disclosure is to you or other persons under limited circumstances or you have given us written permission to disclose.

Your individual rights

You have the following rights with respect to your health information SLP™ maintains. These rights are subject to certain limitations, as discussed below. This section of the notice describes how you may exercise each individual right. See the “Contract” section of this notice for information on how to submit requests.

Right to request restrictions on certain uses and disclosures of your health information and SLP™’s right to refuse

You have the right to ask SLP™ to restrict the use and disclosure of your health information for Treatment, Payment, or Health Care Operations, except for uses or disclosures required by law. You have the right to ask

SLP™ to restrict the use and disclosure of your health information to family members, close friends, or other persons you identify as being involved in your care or payment for your care. You also have the right to ask SLP™ to restrict use and disclosure of health information, to notify those persons of your location, general condition, or death — or to coordinate those efforts with entities assisting in disaster relief efforts. If you want to exercise this right, your request to SLP™ must be in writing.

SLP™ is not required to agree to a requested restriction. If SLP™ does agree, a restriction may later be terminated by your written request, by agreement between you and SLP™ (including an oral agreement), or unilaterally by SLP™ for health information created or received after you're notified that SLP™ has removed the restrictions. SLP™ may also disclose health information about you if you need emergency treatment, even if SLP™ has agreed to a restriction.

Right to receive confidential communications of your health information

If you think that disclosure of your health information by the usual means could endanger you in some way, SLP™ will accommodate reasonable requests to receive communications of health information from SLP™ by alternative means or at alternative locations.

If you want to exercise this right, your request to SLP™ must be in writing and you must include a statement that disclosure of all or part of the information could endanger you. This right may be conditioned on you providing an alternative address or other method of contact and, when appropriate, on you providing information on how payment, if any, will be handled.

Right to inspect and copy your health information

With certain exceptions, you have the right to inspect or obtain a copy of your health information in a "Designated Record Set." This may include medical and billing records maintained for a health care provider; enrollment, payment, claims adjudication, and case or medical management record systems maintained by a plan; or a group of records SLP™ uses to make decisions about individuals. However, you do not have a right to inspect or obtain copies of psychotherapy notes or information compiled for civil, criminal, or administrative proceedings. In addition, SLP™ may deny your right to access, although in certain circumstances you may request a review of the denial. If you want to exercise this right, your request to SLP™ must be in writing. If SLP™ doesn't maintain the health information but knows where it is maintained, you will be informed of where to direct your request.

Right to amend your health information that is inaccurate or incomplete

With certain exceptions, you have a right to request that SLP™ amend your health information in a Designated Record Set. SLP™ may deny your request for a number of reasons. For example, your request may be denied if the health information is accurate and complete, was not created by SLP™ (unless the person or entity that created the information is no longer available), is not part of the Designated Record Set, or is not available for inspection (e.g., psychotherapy notes or information compiled for civil, criminal, or administrative proceedings). If you want to exercise this right, your request to SLP™ must be in writing, and you must include a statement to support the requested amendment.

Right to receive an accounting of disclosures of your health information

You have the right to a list of certain disclosures SLP™ has made of your health information. This is often referred to as an "accounting of disclosures." You generally may receive an accounting of disclosures if the disclosure is required by law, in connection with public health activities, or in similar situations listed in the "Other allowable uses or disclosures of your health information" section of this notice, unless otherwise indicated below. You may be entitled to an accounting of disclosures that SLP™ should not have made without authorization.

You may receive information on disclosures of your health information going back for six (6) years from the date of your request, but not earlier than April 14, 2003 (the general date that the HIPAA privacy rules are effective) or April 14, 2004 for the Health Care Reimbursement Account (HCRA) or any EAP that may be subject to HIPAA. You do not have a right to receive an accounting of any disclosures made:

- For Treatment, Payment, or Health Care Operations;
- To you about your own health information;
- Incidental to other permitted or required disclosures;
- Where authorization was provided;
- To family members or friends involved in your care (where disclosure is permitted without authorization);
- For national security or intelligence purposes or to correctional institutions or law enforcement officials in certain circumstances; or

- As part of a “limited data set” (health information that excludes certain identifying information).

In addition, your right to an accounting of disclosures to a health oversight agency or law enforcement official may be suspended at the request of the agency or official.

If you want to exercise this right, your request to SLP™ must be in writing. You may make one (1) request in any 12-month period at no cost to you, but SLP™ may charge a fee for subsequent requests. You’ll be notified of the fee in advance and have the opportunity to change or revoke your request.

Right to obtain a paper copy of this notice from SLP™ upon request

You have the right to obtain a paper copy of this Privacy Notice upon request. Even individuals who agreed to receive this notice electronically may request a paper copy at any time by contacting your campus benefits office.

If you seek consultation with us and provide information with the intent or purpose of fraud or that results in either an actual crime of fraud for any reason including willful or un-willful acts of negligence whether intended or not, or in any way demonstrates or indicates attempted fraud, your non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals, as well as any other information as permitted by law.

Data Used from Website: We do use cookies on our website to collect data from our site visitors but not in a way that would individually identify you. None of this information is shared with any other party. At www.secondlookpathology.com we may use some affiliate programs that may or may not capture traffic data through our site. To avoid potential data capture should you for example not wish to disclose that you visited a site concerning a specific health topic, please do not click on any of the corresponding affiliate links on our website.

Limited Right to Use Non-Identifying Personal Information From Testimonials, Letters, Notes, Emails, and Other Sources: Any pictures, testimonials or thank you notes sent to us become the exclusive property of SLP™ unless otherwise restricted in writing by you. We reserve the right to use non-identifying information about our clients (those who receive services or goods from or through us) for marketing, fundraising and promotional purposes that are directly related to our mission.

Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without client’s expressed advance permission by email or by fax.

You may specifically request that NO information be used whatsoever for promotional purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information that you send to us will ever be publicly used without your direct or indirect consent.

Laboratory Director, David B. Durand, M.D.

Date