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Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT A PATIENT MAY BE USED AND DISCLOSED, AND HOW A PATIENT CAN GET ACCESS TO THIS INFORMATION.

SFS Therapies is required, by law, to maintain the privacy and confidentiality of each patient's protected health information and to provide each patient with notice of its legal duties and privacy practices with respect to the patient's protected health information.

Disclosure of the Patient's Health Care Information

Treatment

We may disclose the patient's health care information to other healthcare professionals within our practice for the purpose of treatment, payment or healthcare operations. For example, it may be necessary to seek consultation regarding the patient from other health care providers associated with SFS Therapies.

It is company policy to provide a substitute health care provider, authorized by SFS Therapies, to provide assessment and/ or treatment to our patients, without advance notice, in the event of your primary health care provider's absence due to vacation, sickness, or other emergency situation.

Workers' Compensation

We may disclose health information as necessary to comply with State Workers' Compensation Laws.

Emergencies

We may disclose the patient's health information to notify or assist a family member or another authorized party responsible for the patient's care or in the event of an emergency or the patient's death.

Public Health

As required by law, we may disclose the patient's 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 & reactions to medications; and reporting disease or infection exposure.

Judicial and Administrative Proceedings

We may disclose the patient's health information in the course of any administrative or judicial proceeding.

Law Enforcement

We may disclose the patient's health information to a law enforcement official for purposes such as: identifying or locating a suspect, fugitive, material witness, or missing person; and complying with a court order or subpoena and other law enforcement purposes.

Deceased persons

We may disclose the patient's health information to coroners or medical examiners.

Organ Donation

We may disclose the patient's health information to organizations involved in procuring, banking, or transplanting organs & tissues.

Research

We may disclose the patient's health information to researchers conducting research that has been approved by an institutional review board.

Public Safety

It may be necessary to disclose the patient's health information to appropriate parties in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

Specialized Government Agencies

We may disclose the patient's health information for military, national security, prisoner and government benefits purposes.

Marketing

We may contact the patient for marketing purposes or fundraising purposes. It is our practice to participate in charitable events to raise awareness, food donations, gifts, money, etc. During these times, we may send the patient a letter, postcard, invitation, or call the patient's home to invite the patient to participate in the charitable activity. We will provide information regarding the type of activity, the dates and times, and request the patient's participation in such an event.

It is not our policy to disclose any personal health information about the patient's condition for the purpose of SFS Therapies sponsored fund-raising events.

Incidental Contact

We may contact the patient for miscellaneous purposes. For example, as a courtesy to our patients, we may call the patient's home on the evening prior to a scheduled appointment and provide a reminder pertaining to an appointment time. If the patient is not home, we may leave a message on an answering machine or with the person answering the phone. No personal health information will be disclosed during this recording or message other than the date and time of the patient's scheduled appointment along with a request to call our office if there exists the need to cancel or reschedule the appointment.

Change of Ownership

In the event that SFS Therapies is sold or merged with another organization, the patient's health information/ record will become the property of the new owner.

Insured But Paying In Full

If you have a health plan subscription but plan to pay out of pocket in full for your health care service, we may not disclose this service to your health plan, if you request that we do not, under these limited circumstances.

The Patient's Health Information Rights

The patient has the right to request restrictions on certain uses and disclosures of the patient's health information. Please be advised, however, that SFS Therapies is not required to agree to the restrictions that have been requested. The patient may have the right to have their health information received or communicated through an alternative method, or sent to an alternative location other than the usual method of communication or delivery. SFS Therapies will respond to the reception of a written request within 10 business days. Please be advised that SFS Therapies is not required to agree to the alternative method or location that has been requested. SFS Therapies' reply will include the reasons for the decision.

The patient may have the right to inspect their health information. Upon receiving a written request, SFS Therapies may make available for the patient to view the requested information within 10 business days. The patient also may have the right to obtain copy of their health information, which SFS Therapies may also make available upon receiving a written request. Please be advised that all requests for copies of health information will be addressed within 30 working days of the request. SFS Therapies may charge a fee of \$0.60 for each page copied. Please be advised if the patient requests to have health information mailed, SFS Therapies may charge for the postage to satisfy the request, and the information may be mailed with a signature required for receipt. The patient has the right to request that SFS Therapies amend the protected health information. Please be advised, however, that SFS Therapies is not required to agree to amend the patient's protected health information. If the request to amend a patient's health information has been denied, the patient will be provided with an explanation of our denial reason(s) as well as information about how they may disagree with the denial. The patient may have a right to receive an accounting of disclosures of their protected health information made by SFS Therapies. The patient has the right to a paper copy of this Notice of Privacy Practices any time upon request.

Breaches

We will notify you following a breach of unsecured protected health information, if you are directly impacted.

Changes to this Notice of Privacy Practices

SFS Therapies reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, SFS Therapies is required by law to comply with this notice. SFS Therapies is required by law to maintain the privacy of the patient's health information and to provide the patient with notice of its legal duties and privacy practices with respect to the patient's health information. If the patient has any questions about any part of this notice, or if the patient wants more information about their privacy rights please call our privacy officer at 702-979-4268. If our privacy officer is not available, the patient may make an appointment for an in-person conference or by telephone within two working days.

Complaints

Complaints about a patient's privacy rights or how SFS Therapies has handled their health information should be directed to Our Privacy Officer, by calling this office at: 702-979-4268.

If our privacy officer is not available the patient may make an appointment for a personal conference in person or by telephone within two working days. If the patient is not satisfied with the manner in which this office handles your complaint, they may submit a formal complaint to: SFS Therapies/ Privacy Officer: 5575 Simmons Street Suite 1-217 North Las Vegas, NV. 89031-9009.

