

Important Information Regarding How Medical Information About You May Be Used, Disclosed and Accessed.

Because this information relates to your privacy and your rights, please read it very carefully.

When you are enrolled with At Home Care, LLC, information regarding your health history and medication conditions may be collected and stored at our offices. We store information for at least six years or longer, in accordance with state law. Some of this information may be stored in our computer database. We keep medical information in order to best assess our client's condition, medical needs, and for referral purposes. Your medical information also may be accessed and disclosed in the following circumstances:

- To health and/or disability insurers or workers' compensation insurers or state agencies in the processing of payment or reimbursement claims.
- To billing organizations or collection agencies for the satisfaction of payment obligations.
- To health care providers for the purpose of referral, consultation or coordination of health care. (Health care providers may include health care or disability insurers, persons responsible for a client's health care such as a nurse or family members.)
- To law enforcement officials or agencies such as correctional institutions, public health authorities and research institutes.

Generally, your health care information is disclosed for the purpose of diagnosing, assessing, referring or treating your medical conditions, maintaining regular health care operations and processing payment through health insurers or another third party. As a courtesy, At Home Care, LLC submits itemized billing statements to insurance carriers on your behalf. We will also submit such a billing statement directly to the client if he or she seeks insurance reimbursement. Health care information may also be used to set appointment reminders for our clients.

As our valued client, you should be aware of your rights. At Home Care, LLC will vigorously uphold your rights to:

- Specify various restrictions on uses and disclosures regarding your health information (but please note At Home Care, LLC is not legally required to honor these restrictions).
- Access, copy and/or inspect the confidential health information we have on file for you.
- Request changes be made to your health information.
- Know how your confidential health information is being used and disclosed.
- Receive a copy of the *Client's Notice of Privacy Practices* upon request.
- Receive confidential health information in a specified, alternate form.

Please be assured that At Home Care LLC is committed to maintaining the confidentiality of all health information to protect our clients from unlawful and inappropriate use and disclosure. Disclosures that relate to purposes other than treatment, payment or health care operations can be made only with the written authorization of the client, and that authorization can be revoked at any time as required by law. At Home Care, LLC conforms to the *Notice of Privacy Practices* and will inform clients in the event of changes or revisions to the Notice of Privacy Practices. This notification will be issued within sixty days of the material revision to the *Notice of Privacy Practices*. It is within the client's rights to file a complaint against At Home Care, LLC if his or her health information is handled in an inappropriate or illegal manner.