

Home Products Healthcare

Notice of Privacy Practices

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

In accordance with the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Home Products for Seniors, Inc. dba Home Products Healthcare is required to inform you of its practices in relation to the protected health information ("PHI"), that it maintains about you. HIPAA mandates minimum standards that a covered entity such as Home Products for Seniors, Inc. must maintain in relation to your PHI. This Notice of Uses is being provided to help you understand how Home Products for Seniors, Inc. may use the personal information it collects about you and how it may be disclosed.

UNDERSTANDING YOUR PROTECTED HEALTH INFORMATION

When you receive care from a healthcare provider, a record of that treatment is made. This record will typically contain information on your diagnosis, treatment, and future plan of treatment and is often collectively referred to as your medical record. This medical record includes protected health information (PHI) and lays the foundation for determining your plan of care and treatment and allows for a successful means of communication between all healthcare professionals that contribute to your care.

HIPAA protects information found in your medical record from disclosure without your authorization. The information protected by HIPAA includes:

1. Any information related to your past, present or future physical or mental health;
2. The past, present or future payment for health services you receive;
3. The specific care that you have received, are receiving or will receive;
4. Any information that identifies you as the individual receiving the care; and
5. Any information that someone could reasonably use to identify you as receiving the care.

This information is referred to as protected health information (PHI) throughout this Notice.

TREATMENT, PAYMENT AND HEALTHCARE OPERATIONS

As a Covered Entity, Home Products for Seniors, Inc. is required to inform you of how it may use your PHI. In providing treatment to you, Home Products for Seniors, Inc. will use your PHI for the purpose of treatment, payment and healthcare operations.

Treatment- As it pertains to Home Products for Seniors, Inc., treatment means providing to you durable or non-durable medical equipment supplies as ordered by your physician. Treatment also includes coordination and consultation with your physician and other health care providers. As Home Products for Seniors, Inc. provides these services to you, information obtained during this process will be recorded in your medical record. Home Products for Seniors, Inc. will use this information, in coordination with your physician, to determine the best course of treatment for you.

Payment- Payment purposes consist of activities required to obtain reimbursement from your insurance carrier for the services ordered by your physicians and provided to you by Home Products for Seniors, Inc. This includes, but is not limited to, eligibility determination, pre-certification, billing and collection activities, obtaining documentation required by your insurer, and when applicable, disclosure of limited information to consumer reporting agencies.

Healthcare operations- Operations can include, but are not limited to, review of your PHI by Home Products for Seniors, Inc. professional health staff to ensure compliance with all federal and state regulations. This information will then be utilized to continually improve the quality and effectiveness of the services provided to you by Home Products for Seniors, Inc. Healthcare operations also include Home Products for Seniors, Inc. business management.

OTHER USES AND DISCLOSURES

In order to release information in your medical record for purposes other than treatment, payment, or healthcare operations, Home Products for Seniors, Inc. must obtain a specific authorization from you. You may revoke such

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authorization at any time, except to the extent Home Products for Seniors, Inc. has already taken action in reliance on the authorization.

There are a limited number of other uses and disclosures of the PHI that do not require a specific authorization from you. Home Products for Seniors, Inc. may in the following circumstances disclose your PHI.

1. Home Products for Seniors, Inc. may disclose limited health information about you to notify local agencies (power, gas, phone company, and emergency medical services), in the event of an emergency (i.e. flood, accident, etc.), of your need for life sustaining equipment or assistance in evacuation due to your medical condition.
2. Home Products for Seniors, Inc. may disclose to a member of your family, other relatives, or a close personal friend, or any other person identified by you, the PHI directly relevant to such person's involvement with your care and payment related to your health.
3. Home Products for Seniors, Inc. may disclose PHI to others required by law.
4. Home Products for Seniors, Inc. may disclose PHI for certain public health activities and purposes.
5. Home Products for Seniors, Inc. may disclose PHI for law enforcement purposes to response to court orders or subpoenas.
6. Home Products for Seniors, Inc. may disclose PHI to agencies authorized by law to conduct health oversight activities, including audits, investigations, licensing, and similar activities.
7. Home Products for Seniors, Inc. may disclose PHI to attorneys, accountants, and others acting on behalf of Home Products for Seniors, Inc. provided they have signed written contracts agreeing to safeguard the confidentiality of the information.

YOUR RIGHTS AS A PATIENT OF HOME PRODUCTS FOR SENIORS, INC.

In accordance with HIPAA you have the following rights in relation to your PHI.

1. You may request, in writing, additional restrictions to the use or disclosures of your PHI; however Home Products for Seniors, Inc. is not required to agree to the request for restrictions.
2. You have the right to request amendments to your medical record
3. You have the right to obtain a copy of this Notice of Uses
4. You have the right of access to inspect and obtain a copy of your medical record, subject to certain limitations.
5. You have the right to an accounting of disclosures of your medical record for purposes other than treatment, payment, and healthcare operations.
6. You have the right to request communications of your medical record by alternative means.
7. You have the right to revoke authorization to use your PHI except to the extent that action has already occurred.

RESPONSIBILITIES OF HOME PRODUCTS FOR SENIORS, INC.

In accordance with HIPAA Home Products for Seniors, Inc. is required to:

1. Maintain the confidentiality of your PHI. Your state laws may provide more protection than federal laws and, in that care, we will abide by the more restrictive statute.
2. Provide you with notice of legal obligations and privacy practices regarding information it may accumulate about you and is obligated to abide by the terms of this notice.
3. Notify you if it is unable to agree to a requested restriction, and make every effort to accommodate reasonable requests for communication of PHI by alternative means.

Please be advised that in addition to these responsibilities, Home Products for Seniors, Inc. reserves the right to change the terms of its Notice of Uses and to make those changes applicable to all protected PHI maintained at that time. If there is a change to its Notice of Uses, it will provide you with a revised notice to the most recent address you have supplied to Home Products for Seniors, Inc.

Home Products for Seniors, Inc. will not use or disclose your PHI without authorization, except as described in this notice.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions, would like additional information or, if you suspect misuse of your PHI and believe that your rights have been violated, you may, without fear of retaliation, contact:

Home Products for Seniors, Inc.
1250 West Dorothy Lane, Suite 303
Dayton, OH 45409
(800) 425-1101

The Office of Civil Rights
U.S. Dept of Health & Human Services
200 Independence Ave. SW
Room 509F HHH Building
Washington D.C., 20201
(800) 368-1019