

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.**

## **YOUR RIGHTS**

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

<b>Get an electronic or paper copy of your medical record</b>	You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this. We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
<b>Ask us to correct your medical record</b>	You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this. We may say “no” to your request, but we will tell you why in writing within 60 days.
<b>Request confidential communications</b>	You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. We will say “yes” to all reasonable requests.
<b>Ask us to limit what we use or share</b>	You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care. If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.
<b>Get a list of those with whom we’ve shared information</b>	You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why. We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.
<b>Get a copy of this privacy notice</b>	You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
<b>Choose someone to act for you</b>	If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.
<b>File a complaint if you feel your rights are violated</b>	You can complain if you feel we have violated your rights by contacting us using the information at the end of this notice. You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting <a href="http://www.hhs.gov/ocr/privacy/hipaa/complaints/">www.hhs.gov/ocr/privacy/hipaa/complaints/</a> . We will not retaliate against you for filing a complaint.

**YOUR CHOICES**

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

<b>In these cases, you have both the right and choice to tell us to:</b>	Share information with your family, close friends, or others involved in your care; Share information in a disaster relief situation; <i>If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.</i>
<b>In these cases we never share your information unless you give us written permission:</b>	Marketing purposes; Sale of your information; Most sharing of psychotherapy notes
<b>In the case of fundraising:</b>	We may contact you for fundraising efforts, but you can tell us not to contact you again.

**OUR USES AND DISCLOSURES**

We typically use or share your health information in the following ways:

<b>Treat you</b>	We can use your health information and share it with other professionals who are treating you.	<i>Example: A doctor treating you for an injury asks another doctor about your overall health condition.</i>
<b>Run our organization</b>	We can use and share your health information to run our practice, improve your care, and contact you when necessary.	<i>Example: We use health information about you to manage your treatment and services.</i>
<b>Bill for your services</b>	We can use and share your health information to bill and get payment from health plans or other entities.	<i>Example: We give information about you to your health insurance plan so it will pay for your services.</i>

FoundCare is part of an organized health care arrangement including participants in the Health Choice Network (“HCN”). A current list of HCN participants is available at <http://www.hcnetwork.org/members.htm>. As a business associate of FoundCare, HCN supplies information technology and related services to FoundCare and other HCN participants. HCN also engages in quality assessment and improvement activities on behalf of its participants. For example, HCN coordinates clinical review activities on behalf of participating organizations to establish best practice standards and assess clinical benefits that may be derived from the use of electronic health record systems. HCN also helps participants work collaboratively to improve the management of internal and external patient referrals. Your health information may be shared by FoundCare with other HCN participants when necessary for health care operations purposes of the organized health care arrangement.

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

<b>Help with public health and safety issues</b>	We can share health information about you for certain situations such as: Preventing disease; Helping with product recalls; Reporting adverse reactions to medications; Reporting suspected abuse, neglect, or domestic violence; Preventing or reducing a serious threat to anyone’s health or safety
<b>Do research</b>	We can use or share your information for health research.
<b>Comply with the law</b>	We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law. (See below for a listing of Florida-specific laws and regulations.)
<b>Respond to organ and tissue donation requests</b>	We can share health information about you with organ procurement organizations.
<b>Work with a medical examiner or funeral director</b>	We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
<b>Address workers’ compensation, law enforcement, and other government requests</b>	We can use or share health information about you: For workers’ compensation claims; For law enforcement purposes or with a law enforcement official; With health oversight agencies for activities authorized by law; For special government functions such as military, national security, and presidential protective services
<b>Respond to lawsuits and legal actions</b>	We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Florida-specific laws and regulations:

<b>Gunshot Wounds and Life-Threatening Injuries</b>	We are required to report immediately to local law enforcement officials any gunshot wound or life-threatening injury indicating an act of violence (Fla. Stat. 790.24).
<b>Suspected Child Abuse</b>	We are required to report known or suspected child abuse, abandonment, or neglect to the Department of Children and Families (DCF) Central Abuse Hotline. (Fla. Stat. 39.201(1)).
<b>Suspected Vulnerable Adult Abuse</b>	We are required to report known or suspected abuse, neglect, or exploitation of vulnerable adults to the DCF Central Abuse Hotline (Fla. Stat. 415.1034(2)).
<b>Public Health Surveillance</b>	We are required to report the following diseases and injuries to the Florida Department of Health: Sexually transmissible diseases (Fla. Stat. 384.25); Tuberculosis (Fla. Stat. 392.53); Cancer (Fla. Stat. 385.202); Adverse incidents involving medical treatment (Fla. Stat. 459.026).
<b>Sexual Battery</b>	We are required to report observed crimes of sexual battery (Fla. Stat. 794.027).
<b>Deaths</b>	We are required to report to the appropriate medical examiner if we have reasonable cause to suspect that a child died as a result of child abuse, abandonment, or neglect (Fla. Stat. 39.201(3)). We also have a duty to report to the district medical examiner the death of any person occurring under the following circumstances (Fla. Stat. 406.12): as a result of criminal violence; by accident; by suicide; suddenly, when in apparent good health; unattended by a practicing physician or other recognized practitioner; in any prison or penal institution; in police custody; in any suspicious or unusual circumstance; by criminal abortion; by poison; by disease constituting a threat to public health; or by disease, injury of toxic agent resulting from employment.
<b>Disclosures to Law Enforcement</b>	We are required to provide your medical records pursuant to a valid subpoena (Fla. Stat. 456.057(7)(a)(3)).

<b>Disabled Drivers</b>	We may report mental or physical disorders that could affect driving ability to the Department of Highway Safety and Motor Vehicles (Fla. Stat. 322.126(2)).
<b>DUI and Motor Vehicle Accidents</b>	We may give your name and blood alcohol level to law enforcement if you are injured in a motor vehicle crash and your blood-alcohol level meets or exceeds 0.08 grams of alcohol per 100 ml. of blood (Fla. Stat. 316.1933(2)(a)).

## **OUR RESPONSIBILITIES**

We are required by law to maintain the privacy and security of your protected health information.

We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.

We must follow the duties and privacy practices described in this notice and give you a copy of it.

We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

**Changes to the Terms of this Notice:** We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request in our office and on our website.

## **CONTACT INFORMATION**

If you have questions about this notice or our privacy practices relating to your health information, or to make a complaint, please contact:

FoundCare, Inc.  
Attention: Compliance Officer  
2330 S. Congress Avenue West Palm Beach, FL 33406  
Telephone: 561-432-7903  
Email: [compliance@foundcare.org](mailto:compliance@foundcare.org)