



HOME BASED HEALTH CARING HANDS

NOTICE OF PRIVACY SUMMARY



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.**

Caring Hands is committed to protecting the privacy of your medical information. This Notice tells you about the ways in which we may use and disclose medical information about you. It also describes your rights and certain obligations we have regarding the use and disclosure of your medical information. **This page is a summary of our Notice.** Please read the entire Notice, which follows this summary, as it contains important information about our privacy practices and your rights.

We may use or disclose your health information in the following situations:

- To provide health care services to you, to get reimbursed for those services and to operate our business.
- To assist law enforcement officials as part of an investigation in which you are the victim of a crime, abuse or domestic violence.
- To assist public health agencies in the event of a communicable disease or a defective product or device (for example, food or medication).
- To provide you with appointment reminders or information about our services.
- To measure your satisfaction with our services or provide you with information about our efforts to raise funds in support of our mission.
- If you otherwise give us permission, in the form of a written authorization.

Your rights include the following:

- To request restrictions on how we may use your health information.
- To receive confidential communications about your health care.
- To review and photocopy certain records we maintain containing your health information.
- To request amendments to your health information.
- To know who has accessed your health information and for what purpose.
- To request to restrict certain disclosures to a health plan when paying privately.
- To be notified in the event you are affected by a breach of unsecured protected health information.
- To opt out of receiving fundraising communications without penalty.