



**PULMONARY MEDICINE, INFECTIOUS DISEASE
AND CRITICAL CARE CONSULTANTS**
MEDICAL GROUP, INC.

**Leaders in outcomes oriented, evidence based,
compassionate, cost effective care**

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Carmichael, CA 95608-6335
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**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.**

If you have any questions about this notice, please contact the Office Coordinator at the medical office where you receive care from a PMA provider at the numbers listed above.

WHO WILL FOLLOW THIS NOTICE

This notice describes Pulmonary Medicine Associates' (PMA) practices and that of

- Any health care professional authorized to enter information into your PMA chart
- All departments of PMA
- All employees, staff, and other PMA personnel
- All contracted Business Associates of PMA

All these entities, sites and locations follow the terms of this notice. In addition, these entities, sites and locations may share medical information with each other for treatment, payment, or health care operations purposes described in this notice.

PMA'S PLEDGE REGARDING MEDICAL INFORMATION

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive at PMA. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by PMA, whether made by PMA personnel or your personal doctor. This notice will tell you about the ways in which we use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

We are required by law to:

- Make sure that medical information that identifies you is kept private (with certain exceptions);
- Give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- Follow the terms of the notice that are currently in effect

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU

The following categories describe different ways that we use and disclose medical information. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use of disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.



For Treatment

We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, or other PMA personnel who are involved in taking care of you. For example, a PMA doctor treating you for a wound infection may need to know if you have diabetes because diabetes may slow the healing process. The doctor may need to tell your primary care provider so that they can arrange for wound care supplies to be ordered for you. We also may disclose medical information about you to people outside PMA who may be involved in your care such as skilled nursing facilities, infusion centers, or home health agencies.

For Payment

We may use and disclose medical information about you so that the treatment and services you receive at PMA may be billed to and payment may be collected from you, an insurance company, or a third party. For example, we may need to give your health plan information about a bronchoscopy provided by a PMA physician so your health plan will pay us or reimburse you for the procedure. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment. We may also disclose information to other health care providers to assist them in obtaining payment for services they have provided to you.

For Health Care Operations

We may use and disclose medical information about you to operate this medical practice. For example, we may use and disclose this information to review and improve the quality of care we provide, or the competence and qualifications of our professional staff. Or we may use and disclose this information to get your health plan to authorize services or referrals. We may also use and disclose this information as necessary for medical reviews, legal services, and audits, including fraud and abuse detection and compliance programs and business planning and management. We may also share your medical information with our "business associates" such as a billing service, that performs administrative services for PMA. We have a written contract with each of these business associates that contains terms requiring them to protect the confidentiality of your medical information. Although federal law does not protect health information which is disclosed to someone other than another healthcare provider, health plan, or healthcare clearinghouse, under California law all recipients of health care information are prohibited from re-disclosing it except as specifically required or permitted by law. We may also share your information with other health care providers, healthcare clearing houses or health plans that have a relationship with you, when they request this information to help them with their quality review of competence, qualifications and performance of health care professionals, their training programs, their accreditation, certification, or licensing activities of their health care fraud and abuse detection and compliance efforts.

Individuals Involved in Your Care or Payment for Your Care

We may release medical information about you to a friend or family member who is involved in your medical care. We may also give information to someone who helps pay for your care.



Research

Under certain circumstances, we may use and disclose medical information about you for research purposes. For example, a research project may involve comparing the health and recovery of all patients compared to those who received another, for the same condition. All research projects, however, are subject to special approval processes. These processes evaluate a proposed research project and its use of medical information, trying to balance the research needs with patient's needs for privacy of their medical information. Before we use or disclose medical information for research, the project will have been approved through the approval processes, but we may, however, disclose medical information about you to people preparing to conduct a research project, for example, to help them look for patients with specific medical needs, so long as the medical information they review does not leave PMA. We will almost always ask for your specific permission if the researcher will have access to your name, address, or other information that reveals who you are, or will be involved in your care at PMA.

As Required by Law

PMA will disclose medical information about you when required to do so by federal, state, or local law.

To Avert a Serious Threat to Health or Safety

We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

SPECIAL SITUATIONS

Military and Veterans

If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign military authority.

Workers' Compensation

We may release medical information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks

We may disclose medical information about you for public health activities. These activities generally include the following:

- to prevent or control disease, injury, or disability;
- to report births and deaths;
- to report the abuse or neglect of children, elders, and dependent adults;
- to report reactions to medications or problems with products;
- to notify people of recalls of products they may be using;
- to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
- to notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.



Health Oversight Activities

We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Lawsuits and Disputes

If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request (which may include written notice to you) or to obtain an order protecting the information requested.

Law Enforcement

We may release medical information if asked to do so by a law enforcement official:

- in response to a court order, subpoena, warrant, summons, or similar process;
- to identify or locate a suspect, fugitive, material witness, or missing person;
- about the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
- about a death we believe may be the result of criminal conduct;
- about criminal conduct at a PMA location;
- in emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

Food and Drug Administration (FDA)

We may disclose to the FDA your health information relating to adverse events with respect to food, nutritional supplements, products, and product defects or post-marketing surveillance information to enable product recalls, repairs, or replacement.

Device Manufacturers

If you receive a medical device that is implanted or which is used for life support functions, we may disclose your name, address, and other information as required by law to the device manufacturer for tracking purposes. You may refuse to authorize the disclosure of your name and contact information.

Business Associates

There are some services provided in our organization through contracts with business associates. Examples include our electronic health record storage, surveying for patient satisfaction, and a scanning service we use when storing copies of your billing information. When these services are provided by contracted business associates, we may disclose the appropriate portions of your health information to our business associates so they can perform the job we have asked them to do. To protect your health information, however, we require all business associates to sign a confidentiality agreement verifying they will appropriately safeguard your information.

Coroners, Medical Examiners and Funeral Directors

We may release medical information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical information about patients of PMA physicians to funeral directors as necessary to carry out their duties.



National Security and Intelligence Activities

We may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Inmates

If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release medical information about you to the correctional institution or law enforcement official. This release would be necessary, 1) for the institution to provide you with health care; 2) to protect your health and safety or the health and safety of others; or 3) for the safety and security of the correctional institution.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU

You have the following rights regarding medical information we maintain about you:

Right to Inspect and Copy

You have the right to inspect and copy medical information that may be used to make decisions about your care. Usually, this includes medical and billing records, but may not include some mental health information.

To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to PMA Medical Records Department at the office where you received your care. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed. Another licensed health care professional chosen by PMA will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

Right to Amend

If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for PMA. To request an amendment, your request must be made in writing and submitted to the PMA Medical Records Department at the office where you received your care. In addition, you must provide a reason that supports your request. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- was not created by PMA, unless the person or entity that created the information is no longer available to make the amendment;
- is not part of the medical information kept by or for PMA;
- is not part of the information which you were permitted to inspect and copy; or
- is accurate and complete

Even if your request is denied, you have the right to submit a written addendum, not to exceed 250 words, with respect to any item or statement in your record you believe is incomplete or incorrect. If you clearly indicate in writing that you want the addendum to be made part of your medical record we will attach it to your records and include it whenever we make a disclosure of the item or statement you believe to be incomplete or incorrect.



Right to an Accounting of Disclosures

You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of medical information about you other than our own uses for treatment, payment, and health care operations, (as those functions are described above) and with other expectations pursuant to the law.

To request this list or accounting of disclosures, you must submit your request in writing to the PMA Medical Records Department at the office where you received your care. Your request must state the time period which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper or electronically). The first list you request within a 12 month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

You have the right to receive notification whenever a breach of your unsecured protected health information occurs.

Right to Request Restrictions

You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment, or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment of your care, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery you had.

We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment. To request restrictions, you must make your request in writing to PMA Medical Records Department at the office where you received your care. In your request, you must tell us 1) what information you want to limit; 2) whether you want to limit our use, disclosure, or both; and 3) to whom you want the limits to apply, for example, disclosures to your spouse.

You have the right to restrict PMA from disclosing certain protected health information from your health plan as long as you are paying for your care in full out of pocket, and you request such a restriction. You must make such restriction requests as noted in the paragraph above.

Right to Confidential Communications

You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

To request confidential communications, you must make your request in writing to PMA Medical Records Department at the office where you received your care. Your request must specify how or where you wish to be contacted.

Right to a Paper Copy of This Notice

You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. You may obtain a copy of this notice at our Website: www.pmamed.com. To obtain a copy of this notice by mail, contact PMA Patient Services at 916-679-3590.



Changes to This Notice

PMA reserves the right to change this notice. We reserve the right to make the revised or changed notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current notice on our Website. This notice will contain at the bottom of each page the effective date. In addition, each time you register at PMA for health care services, we will offer to provide a copy of the current notice in effect.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with PMA, or with the Secretary of the Department of Health and Human Services. To file a complaint with PMA, submit your complaint to the PMA Privacy and Security Officer, at the office where you received your care. All complaints must be submitted in writing.

You will not be penalized for filing a complaint.

OTHER USES OF MEDICAL INFORMATION

Other uses and disclosures of medical information not covered by this notice or the laws that apply to PMA will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, this will stop any further use or disclosure of your medical information for the purposes covered by your written authorization, except if we have already acted in reliance on your permission. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

Physicians in California are required to inform their patients that they are licensed by the Medical Board of California and to provide to patients the Board's contact information:

NOTICE TO CONSUMERS

Medical Doctors are licensed and regulated by the
Medical Board of California
(800) 633-2322
www.mbc.ca.gov

Signature below is only acknowledgement that you have received this Notice of PMA's Privacy Practices and the Medical Board Consumer Notice:

Signature: _____ Date: _____

Print Name: _____

At Pulmonary Medicine Associates we understand you have many choices in your health care. We would like to say thank you for choosing us and remind you to please be kind to your lungs.