

Arcwood Environmental

HIPAA (Health Insurance Portability and Accountability Act) Notice of Privacy Practices

Your Information. Your Rights. Our Responsibilities.

This notice describes how health information about you may be used and disclosed.

Please review it carefully.

Your rights. When it comes to your health information, you have certain rights.

- You can ask for a paper copy of this privacy notice at any time, even if you have agreed to receive it electronically. We will provide you with a paper copy promptly.
- You have the right to file a complaint if you believe your privacy rights have been violated. We will not retaliate against you for filing a complaint.
 - You can contact us via email.
 - You can 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.D. 20201, calling **(877) 696-6775** or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.

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.

- You have both the right and choice to tell us to share information in a disaster relief situation. If you are not able to tell us your preference, for example if you are unconscious, we may 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.
- We will never share your information for marketing purposes or sell it.

Our uses and disclosures: We may use and share your information as we:

- Administer your health plan. Example: we contract with a health plan provider which reports back to us claims and other cost statistics.
- Comply with the law. We will share information about you if state or federal laws require it, including the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.
- Address workers' compensation, law enforcement and other government requests. 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
- Respond to lawsuits and legal actions. We can share health information about you in response to a court or administrative order, or in response to a subpoena.

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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.

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 and on our web site.

