

Sleep Disorders Institutes
NOTICE OF PRIVACY PRACTICES

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

Sleep Disorders Institutes uses your health information for treatment, to obtain payment for treatment/services, for administrative purposes, and to evaluate the quality of care and services that you receive. Your health information is contained in a medical record. Medical records may be stored on media or as hard copies and is the physical property of Sleep Disorders Institutes.

How Sleep Disorders Institutes May Use or Disclose Your Health Information

For Treatment: We may use your health information to determine appropriate medical treatment. We will also record actions taken during the course of your treatment and document results of your treatment. Your health information may be used when referring you to other health care professionals and facilities to assist in your diagnosis and treatment.

For Payment: We may use and disclose your health information to others for purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a third-party payer, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment. Sleep Disorders Institutes may use your information to contact you about account balances.

For Health Care Operations: We may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement personnel, and others to:

- Evaluate the performance of our staff
- Assess the quality of care & outcomes in your cases and similar cases
- Learn how to improve our facilities and services
- Determine how to continually improve the quality and effectiveness of the health care services we provide

Required by law: We may use and disclose information about you as required by law. For example, Sleep Disorders Institutes may disclose information for the following purposes:

- For judicial and administrative proceedings pursuant to legal authority
- To report information related to victims of abuse, neglect or domestic violence
- To assist law enforcement officials in their law enforcement duties

Appointment reminded & treatment/service calls: We may contact you to provide appointment reminders or information about treatment plans, medication or test results, other health-related benefits and services that may be of interest to you. When contacts are made via telephone, messages will be left on answering machines with Sleep Disorders Institutes name, the person calling, and telephone number.

Notification: We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition.

Communication with family: Our health professionals, exercising their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

Business Associates: In some cases, we contract with business associates to provide services on our behalf. We may disclose your health information to such a business associate so they can perform their respective job functions. To protect your health information, however, Sleep Disorders Institutes requires the business associate to safeguard your information.

Public Health: Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, or disability, or for other health oversight activities.

Food & Drug Administration (FDA): We may disclose to the FDA health information relative to adverse events with respect to products and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Government Functions: Specialized government functions may require disclosure of your

health information.

Workers Compensation: Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation.

Other uses: Other uses and disclosures will be made only with your written authorization, you may revoke the authorization except to the extent that we have taken action in reliance on such.

Your Health Information Rights

You have the right to:

- Request a restriction on certain uses and disclosure of your information; however, we are not required to agree to a requested restriction.
- Obtain a paper copy of the notice of information practices upon request.
- Inspect and obtain a copy of your health record.
- Request that your health record be amended.
- Request communications of your health information by alternative means or at alternative locations.
- Receive an accounting of disclosure made of your health information.

Complaints

Complaints may be made to our company and/or to the Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.

Obligations of Sleep Disorders Institutes

We are required to:

- Maintain the privacy of protected health information.
- Provide you with this notice of its legal duties and privacy practices with respect to your health information.
- Abide by the terms of this notice.
- Notify you if we are unable to agree to a requested restriction on how your information is used or disclosed
- Accommodate reasonable requests you may make to communicate health information by alternative means or at alternative locations.

We reserve the right to change our information practices and/or to make the new provisions effective for all protected health information it maintains.

Contact Information

If you have any questions or complaints, please contact:

Compliance Officer
Sleep Disorders Institutes
11881 W. 112th St. Suite 101
Overland Park KS 66210
Phone (913) 754-3275 Fax (913) 754-3276
administrator@sleepdisordersinstitute.com