

## **Notice of Privacy Practices for Protected Health Information**

Effective Date: February 1<sup>st</sup>, 2019

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

MiraVista Diagnostics is committed to protecting the privacy of Protected Health Information (PHI) in all phases of our business including result reporting and invoicing for services provided. Protected Health Information includes any individually identifiable health information that relates to an individual's past, present, or future physical health, mental health or condition, provision of health care to the individual, or the past, present, or future payment for the provision of health care to the individual.

### **OUR RESPONSIBILITIES**

MiraVista Diagnostics is required by law to maintain the privacy of PHI, to provide individuals with notice of its legal duties and privacy practices with respect to PHI, and to notify affected individuals following a breach of unsecured PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. We are required by law to follow the terms of this Notice.

### **HOW WE MAY USE OR DISCLOSE PROTECTED HEALTH INFORMATION**

MiraVista Diagnostics uses PHI for treatment, payment, or healthcare operations and for other purposes permitted or required by law:

#### **TREATMENT**

MiraVista Diagnostics provides laboratory testing for physicians, hospitals and referral testing laboratories and we use patients' information in our testing process. We will use and disclose a patient's PHI to provide, coordinate, or manage their health care as necessary. We will disclose patient PHI to physicians and laboratory personnel involved in their care as needed. For example, PHI may be provided to a physician to whom the patient has been referred, to ensure that the physician has the necessary information to diagnose or treat the patient.

#### **PAYMENT**

MiraVista Diagnostics provides laboratory testing services on a fee-for-service basis and we use patient information if it is necessary to create invoices and to obtain payment for the provision of our services.

#### **HEALTH CARE OPERATIONS**

MiraVista Diagnostics will use and disclose PHI if it is necessary to improve the quality of our services or to operate our laboratory. These include activities to manage our laboratory, to monitor and improve our testing services, to license staff to perform tests, to prepare for regulatory reviews, and to improve the delivery of our services to health care providers and reference laboratories.

#### **BUSINESS ASSOCIATES**

MiraVista Diagnostics may provide PHI to other companies or individuals to the extent necessary to assist us in providing specific services to our patients. These other entities, known as "business associates," are required to maintain the privacy and security of PHI. Our business associates must only use patients' health information for the services they perform on our behalf.

#### **AS REQUIRED BY LAW**

In certain circumstances, federal or state laws may require that we provide patients' PHI without consent or authorization in the following situations:

- To comply with a court or administrative order, subpoena, discovery request or other legal process;
- To alert those able to prevent or lessen a serious and immediate threat to the health or safety of a patient, another person, or the public;
- To military authorities for members of the United States Armed Forces;
- To worker's compensation or similar programs related to injuries or illness obtained at work;
- To agencies responsible for public health or national security, such as to report communicable diseases to health officials, or to federal officials for intelligence or counterintelligence purposes;
- To agencies that oversee our laboratory, such as the Department of Health.

#### RESEARCH

MiraVista Diagnostics may disclose PHI for research purposes when an Institutional Review Board or Privacy Board has reviewed the research proposal and established protocols to ensure the privacy of patients' PHI and determined that the researcher does not need to obtain patient authorization prior to using their PHI.

#### MARKETING

MiraVista Diagnostics will not use PHI for marketing purposes without receiving proper patient/client consent and authorization.

#### PATIENT ACCESS

MiraVista Diagnostics, if requested, will provide patients or their authorized representative a record of their medical history or an accounting of their PHI disclosures. To request this information please contact our HIPAA Officer at 317-856-2681.

#### COMPLAINTS

If a patient believes their privacy rights have been violated, they have the right to file a complaint with us. The patient also has the right to file a complaint with the Secretary of the U.S. Department of Health and Human Services, Office for Civil Rights. MiraVista Diagnostics will not retaliate against any individual for filing a complaint.

If there are any questions about this Notice, please contact:

#### **MiraVista Diagnostics**

HIPAA Officer  
4705 Decatur Blvd  
Indianapolis, IN 46241  
Phone: 317-856-2681

#### NOTE

We reserve the right to amend the terms of this Notice to reflect changes in our privacy practices, and to make the new terms and practices applicable to all PHI that we maintain about our patients, including PHI created or received prior to the effective date of the Notice revision. Our Notice is displayed on our website and a copy is available upon request.