



Notice of Privacy Practices

Shotfairy.com LLC uses and discloses the protected health information (**PHI**) it has access to in compliance with the HIPPA Privacy Rule. When required the shotfairy.com LLC limits the use and disclosure of PHI the **minimum amount necessary**.

Uses and Disclosures NOT REQUIRING AUTHORIZATION are limited to treatment, Payment, Reimbursement, and Health Care Operations: **Treatment** includes those activities related to providing services to the patient, including releasing information to other health care providers involved in the patient's care. **Payment and Reimbursement** relates to all activities associated with getting reimbursed for services provided, including submission of claims to insurance companies and any additional information requested by the insurance company so they can determine if they should pay the claim. **Health care operations** include quality assurance and peer review activities.

- ❖ **Faxing and phone calls:** PHI will only be faxed to other health care providers involved in the patient's immediate care. All other requests for patient's PHI must be picked up by the patient or an authorized patient's representative, or will be mailed to the patient's address on record.
- ❖ **Disclosure to Those Involved in Individual's Care:** The Practice discloses PHI to those involved in a patient's care when the patient approves or, when the patient is not present or not able to approve, when such disclosure is deemed appropriate in the professional judgment of the practice.
- ❖ **Emergency Medical Treatment:** In a serious medical emergency. Shotfairy.com LLC will give hospitals and other providers information about your health history, medications, your might be taking and any allergies.
- ❖ **Reportable Diseases:** There are state laws that require health care facilities to report communicable and sexually transmitted diseases to the Illinois Department of Health. This is for Public Health purposes and, in some instances, follows up by a public health official.
- ❖ **Subpoenas, Court Orders, Disclosures for Law Enforcement:** If you are involved in court cases or litigations, many times your medical record history is part of the "discovery" procedures for certain kinds of cases. If shotfairy.com LLC receives a subpoena or a court order for your medical records, they must be released within a certain time period.
- ❖ **OTHER: Serious threat to Health or Safety; Issues related to Cadaveric Organ, Eye or Tissue Donations; Uses and Disclosures related to Decedents**

INDIVIDUAL RIGHTS

Individual Rights-Inspect and Copy PHI:

Shotfairy.com LLC allows individuals to inspect and copy such PHI which is in the control of shotfairy.com LLC, documents all requests, responds to those requests in a timely fashion, informs individuals of their appeal rights when a request is rejected in whole or in part, and charges **\$20 handling fee plus 75 cents each for pages 1-25, 50 cents each for pages 26-50**. The practice limits charges for records to the amounts under Illinois law. **Requests for the inspection and copying of records must be sent in writing. It should be marked "Attention: Privacy Officer."** The Privacy officer is **Dr. Scott Hanlon**. If you have any questions about this Notice, please contact **Dr. Scott Hanlon** at shanlon@shotfairy.com

Individual Rights-Request Amendment to PHI

Shotfairy.com LLC allows individuals an individual request that shotfairy.com amend the PHI maintained in the patient's medical record or the patient's billing record. Shotfairy.com documents all requests, responds to those requests in a timely fashion, and informs individuals of their appeal rights when a request is denied in whole or in part. The requests must be in writing and should be marked "Attention: Privacy Officer." **Shotfairy.com charges reasonable fees based on actual cost of fulfilling the request. Shotfairy.com will determine the appropriate charge for providing the requested records and inform the requestor in advance of providing the records. If the requestor pays the fee in advance, the records will be provided.**

Individual Rights-Request Confidential Communications

Shotfairy.com accommodates all reasonable requests to keep communications confidential. A request for confidential communications must be in writing, must specify an alternative address or other method of contact and must be addressed to shotfairy.com's privacy officer. No reason for the request needs to be stated. The client will be responsible for payment at the time the service is rendered.

Individual Rights-Authorizations

Shotfairy.com LLC requires a written authorization from a client or the client's representative for the use or disclosure of PHI for requests of PHI not related to treatment, payment, or healthcare operations. (i.e.; Life and health insurance applications, requests from attorneys). Your written authorization on life and health insurance applications to disclose PHI may result in adverse determinations. An individual may revoke an authorization at any time. The revocation must be in writing and must be sent to the attention of the privacy officer. However, shotfairy.com LLC will be able to use or disclose PHI to the extent shotfairy.com LLC has taken action in reliance on the authorization.

Individual Rights-Waiver of Rights

Shotfairy.com LLC never requires an individual to waive any of his or her individual rights as a condition for the provision of treatment except under very limited circumstances allowed under the law. **Complaints** regarding privacy policy should be addressed to privacy officer Dr. Scott Hanlon. The patient also has the right to file a written complaint to the Secretary of the Department of Health and Human Services. The complaint must name shotfairy.com LLC, must describe the acts or omissions that are the subject of the complaint, and must be filed within 180 days of the time the patient became aware or should have become aware of the violation.

