



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 IT CAREFULLY.

Mountain View Medical Laboratory's Privacy Policy

Mountain View Medical Laboratory is committed to protecting the confidentiality of your medical and health information ("Protected Health Information" or "PHI") as described in this Notice, and to maintaining the privacy of you PHI as required by law. Your PHI at Mountain View Medical Laboratory includes personal and medical information (such as your name, address, date of birth, test ordered, etc.) that we obtain orally, electronically, or on paper from your physician, health plan, or other sources. Your PHI also includes the laboratory testing results that we create. We have provided this Notice to you to describe our privacy practices relating to PHI, including how we may use your PHI within Mountain View Medical Laboratory and how under certain circumstances we may disclose it to others outside Mountain View Medical Laboratory. This Notice also describes the rights you have concerning your own PHI. Please review it carefully. If you have questions about any part of this Privacy Notice, or if you want more information about the privacy practices of Mountain View Medical Laboratory, please contact the Privacy Officer whose contact information is listed at the end of this Notice.

Uses and Disclosures of Protected Health Information (PHI) Permitted or Required by Law.

There are three common ways Mountain View Medical Laboratory will use medical information permitted by law: They include treatment, billing, and health care operations. Certain types of PHI have additional protection under state or federal law. For example, release of HIV results, information about genetic testing and mental health treatments or conditions.

For Treatment: We may use your PHI to provide you with medical treatment and other services. We may also disclose your PHI to others who need information to treat you, including, physicians, physician assistants or nurse practitioners, physician's office staff, technicians, therapists, emergency services personnel, or others involved in your treatment and follow-up care.

For Payment: Mountain View Medical Laboratory uses PHI to create bills and collect from insurance companies, Medicare and other payers. This includes providing information such as dates of service, symptoms and diagnosis to your insurance company to show that Mountain View Medical Laboratory provided medical services to you.

For Healthcare Operations: We may use or disclose your PHI for healthcare operations, which include performing quality checks on testing, or for developing normal reference ranges for tests that we perform.

Disclosures required by law: Mountain View Medical Laboratory will use and disclose your PHI when we are required to do so by federal, state, or local law.

Other Potential External Disclosures

Federal Law requires or permits Mountain View Medical Laboratory to provide Protected Health Information outside the organization in the following situations:

For Public Safety and Health Purposes: Mountain View Medical Laboratory may disclose your PHI for public health and safety purposes:

- To prevent or control disease or injury
- To report to the federal government adverse reactions to medication or safety problems with FDA-regulated products.
- To notify people of product recalls
- To notify a person exposed to certain types of disease or those at risk for contracting or spreading disease.
- To report vital statistics

To Avert a Serious Threat of Harm: Mountain View Medical Laboratory may use and disclose certain PHI for public health purposes such as preventing or lessening a serious and/or imminent threat to an individual's or the public's health.

As Required by Law: Federal, state, or local laws sometimes require us to disclose PHI. For instance, we are required to report child abuse. We are also required to give information to the State Workers' Compensation Program for work-related injuries.

For Judicial Proceedings: Mountain View Medical Laboratory must disclose protected health information in response to a valid court or administrative order.

To Law Enforcement Officials: Mountain View Medical Laboratory may disclose protected health information to law enforcement officials with a valid court order or warrant:

- In response to a court order or valid warrant or subpoena
- To identify a suspect, fugitive, or missing person
- To prosecute a violent crime
- To report a death that may have resulted in criminal conduct
- To report criminal conduct at Mountain View Medical Laboratory
- To give certain information in domestic violence cases.

For Health Oversight Activities: Mountain View Medical Laboratory must disclose PHI to health-care oversight agencies, where required by law. Oversight activities can include licensure, accreditation, audits and investigations, to ensure compliance with state and federal laws.

Business Associates: Mountain View Medical Laboratory may disclose PHI to its business associates to perform certain business functions or provide certain business services to Mountain View Medical Laboratory. For example, we may use another company to perform testing or billing services outside of our laboratory. All of our business associates are required to maintain privacy and confidentiality of your PHI, and follow the same rules as apply to breach of information, permissible use of information, and rights of individuals to restrict disclosure of PHI. In addition, at the request of your health care providers or health plan, Mountain View Medical Laboratory may disclose PHI to their business associates for purposes of performing certain business functions or health care services on their behalf. For example, we may disclose PHI to a business associate of Medicare for purposes of medical necessity review and audit.

For Military, Veterans, National Security and Other Government: If you are a member of the armed forces, we may release your PHI as required by military command authorities or the Department of Veterans Affairs. We may also release your PHI to authorized federal officials for intelligence, counterintelligence or other national security activities including Presidential Protective Services.

Other Uses and Disclosures of PHI

For purposes not described above, including uses and disclosures of PHI for marketing purposes and disclosures that would constitute a sale of PHI, Mountain View Medical Laboratory will ask for patient authorization before using or disclosing PHI. If you signed an authorization form, you may revoke it, in writing, at any time, except to the extent that action has been taken in reliance on the authorization.

Information Breach Notification

Mountain View Medical Laboratory is required to provide patient notification if it discovers a breach of unsecured PHI unless there is a demonstration, based on a risk assessment, that there is a low probability that the PHI has been compromised. You will be notified without unreasonable delay and no later than 60 days after discovery of the breach. Such notification will include information about what happened and what can be done to mitigate any harm.

Patient's Rights Concerning Protected Health Information

The Right to Inspect and Copy: You or your authorized or designated personal representative have the right to inspect and copy your PHI maintained in Mountain View Medical Laboratory's records that may be used to make decisions about your care or payment for your care. For PHI for which you have a right of access, you have the right to access and receive your PHI in an electronic format within 30 days of the request, if it is readily producible in such format, and to direct Mountain View Medical Laboratory to transmit a copy to an entity or person you designate, provided such designation is clear, conspicuous and specific. Mountain View Medical Laboratory will deny access to certain information for specific reasons, for example, federal law, specifically federal regulations governing laboratories, and state law provide that Mountain View Medical Laboratory cannot report test results directly to a patient unless it has been authorized by the physician or entity that ordered the laboratory tests. You must make the written request for such PHI either to your healthcare provider or to Mountain View Medical Laboratory. In either case, Mountain View Medical Laboratory will forward your PHI to your healthcare provider, who will in turn provide you the information.

The Right to Request Amendments to Erroneous or Incomplete Information: If you have reason to believe that information in your PHI is wrong or incomplete, you may ask us to amend your record. We will comply with your request unless we are not the originator of the information or we believe that the information you request to be amended is accurate and complete or special circumstances apply. To ask to amend your PHI contact the Privacy Officer and Mountain View Medical Laboratory.

The Right to a List of Certain Disclosures: You have the right to request a list of certain disclosures we made of your PHI for a period of six years prior to the date of your written request, but not including any disclosures made prior to April 14, 2003, when the privacy rule went into effect. Under the law, this accounting does not include disclosures made for purposes of treatment, payment, health care operations, or certain other excluded purposes, but includes other types of disclosures, including disclosures for public health reporting or in response to a court order. We will provide the first list to you free of charge, but we may charge you for any additional lists you request during the same twelve month period.

The Right to Request Restrictions: You have the right to ask us if we will agree to restrictions on certain uses and disclosures of your PHI. You have the right to request that we limit: How we use and disclose your PHI – for treatment, payment, and health care operations activities or our disclosure of PHI to individuals involved in your care or payment for your care.

Mountain View Medical Laboratory will consider your request, but is not required to agree to it unless the requested restriction involves a disclosure that is not required by law to a health plan for payment or health care operations purposes and not for treatment, and you have paid for the service in full out of pocket. If we agree to a restriction on other types of disclosures, we will state the agreed restrictions in writing and will abide by them, except in emergency situations when the disclosure is for purposes of treatment.

The Right to Request Confidential Communications: You have a right to request that we send your PHI to an alternate address. Your request will be honored so long as it is reasonable for Mountain View Medical Laboratory to do so.

The Right to Receive a Paper Copy of this Notice: You have the right to request a paper copy of this notice.

The Right to Provide Authorization for Other Uses and Disclosures: Mountain View Medical Laboratory will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law. Any authorization you provide to us regarding the use and disclosure of you PHI may be revoked at any time in writing. After you revoke your authorization we will no longer use or discloses your PHI for the reasons described in the authorization. However, we are required to retain all of your records.

Questions, Concerns, or Complaints:

If you have any questions about this Notice, or have further questions about how Mountain View Medical Laboratory may use and disclose your PHI, please contact the Privacy Officer as listed below. Any feedback or concerns you have with your privacy rights should be addressed to:

**Privacy Officer
Mountain View Medical Laboratory
945 St John Place
Hemet CA 92543
(951) 658-1400** **Fax (951) 658-1411**

Or the Department of Health and Human Services - Office for Civil Rights

Key Information about this Notice:

- Protected Health Information (PHI) means any information whether oral, electronic, or paper, which is created or received by Mountain View Medical Laboratory and relates to a patient's health care or payment for the provision of health care.
- The effective date of this notice is November 1, 2013
- Mountain View Medical Laboratory reserves the right to change the terms of this notice in accordance with the HIPAA rules of other laws or Mountain View Medical Laboratories policies and make the new notice provisions effective for all protected health information maintained at Mountain View Medical Laboratory. Mountain View Laboratory will follow the terms and conditions of this notice.