

**NEUROLOGICAL ASSOCIATES OF NEVADA
NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION**

EFFECTIVE DATE: JUNE 16, 2005

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.

Neurological Associates of Nevada ("NAN") is required by a federal regulation, known as the HIPAA Privacy Rule, to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices. This office will not use or disclose your health information except as described in this Notice.

NAN is permitted by federal privacy laws to make uses and disclosures of your health information for purposes of treatment, payment, and health care operations. Protected health information is the information we create and obtain in providing our services to you. The health information about you is documented in a medical record and on a computer. Such information may include documenting your symptoms, medical history, examination and test results, diagnoses, treatment, and applying for future care or treatment. It also includes billing documents for those services. This notice covers all of our locations and subsidiaries.

Uses of your health information are:

- Treatment information: During the course of your treatment, the physician determines he/she will need to consult with another specialist in the area. He/she will share the information with such specialist and obtain his/her input.
- Payment purposes: The health insurance company (or other business associate helping us obtain payment) requests health information from us regarding medical care given.
- Health care operations: We obtain services from our insurers or other business associates such as protocol and clinical guidelines development, credentialing and medical transcription. We will share health information about you with our insurers or other business associates as necessary to obtain these services. We require our insurers and other business associates to protect the confidentiality of your health information.

Your Health Information Rights

The health and billing records we maintain are the physical property of NAN. The information in it, however, belongs to you. You have a right to:

- Request a restriction on uses and disclosures of your health information by delivering the request in writing. We are not required to grant the request but we will comply with any request granted;
- Obtain a paper copy of the Notice of Privacy Practices for Protected Health Information by making a request at our office;
- Request that you be allowed to inspect and copy your medical record and billing record;
- Appeal a denial of access to your protected health information except in certain circumstances;
- Request that your medical record be amended to correct incomplete or incorrect information by delivering a written request, including a reason to support it, to our office;
- File a statement of disagreement if your amendment is denied, and require that the request for amendment and any denial be attached in all future disclosures of your protected health information;
- Obtain an accounting of disclosures of your health information as required to be maintained by law by delivering a written request to our office;
- Request that confidential communication of your health information be made by alternative means or at an alternative location by delivering the request in writing to our office,
- Revoke authorizations that you made previously to use or disclose information except to the extent information or action has already been taken by delivering a written revocation to our office.

You have the right to review this Notice before signing the acknowledgment authorizing use and disclosure of your protected health information for treatment, payment, and health care purposes.

Our Responsibilities

NAN is required to:

- Maintain the privacy of your health information as required by law; Provide you with a notice as to our duties and privacy practices as to the information we collect and maintain about you;
- Abide by the terms of this Notice; Notify you if we cannot accommodate a requested restriction or request and Accommodate your reasonable requests regarding methods to communicate health information with you. We reserve the right to amend, change, or eliminate provisions in our privacy practices and access practices and to enact new provisions regarding the protected health information we maintain. If our information practices change, we will amend our Notice. You are entitled to receive a revised copy of the Notice by calling and requesting a copy of our Notice, logging onto our website or by visiting our office and picking up a copy.

To Request Information or File a Complaint

If you have questions, would like additional information, want to report a problem regarding the handling of your information, or if you believe your privacy rights have been violated and wish to file a written complaint with our office, please contact NAN's Privacy Officer, Samuel D. Kates at: (702) 990-3664. You may also file a complaint with the Secretary of Health and Human Services.

- We cannot, and will not, require you to waive your rights under the Privacy Rule as a condition of receiving treatment from the office.

- We cannot, and will not, retaliate against you for filing a complaint with the Secretary of Health and Human Services.

Communication with Family/Friends

- Using our best judgment, we 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 in payment for such care if you do not object or in an emergency.

Deceased Persons

- We may disclose your health information to funeral directors, medical examiners, or coroners consistent with applicable law to allow them to carry out their duties.

Organ Procurement Organizations

- Consistent with applicable law, we may disclose your health information to organ procurement organizations.

Appointment Reminders, Marketing and Treatment Alternatives

- We may contact you to provide you with appointment reminders, with information about treatment alternatives, or with information about other health-related benefits.

Food and Drug Administration (FDA)

- We may disclose to the FDA your health information relating to adverse events to enable product recalls, repairs, or replacements.

Workers Compensation

- If you are seeking compensation through Workers Compensation, we may disclose your health information to the extent necessary to comply with laws relating to Workers Compensation.

Public Health

- As required by law, we may disclose your health information to public health or legal authorities to report reactions to medications or problems with products.

- We may disclose your health information to public authorities as allowed by law to report abuse, neglect, or domestic violence.

- We may use and disclose your health information by having you sign in when you arrive at our office. We will also call out your name when we are ready to see you.

Law Enforcement

- We may disclose your health information for law enforcement purposes as required by law.

Judicial/Administrative Proceedings

- We may disclose your health information in the course of any judicial proceeding as required by law or as directed by a proper court order or in response to a subpoena.

Serious Threat

- To avert a serious threat to health or safety, we may disclose your health information consistent with applicable law to prevent a serious, imminent threat to the health of a person or the public.

Other Uses

- Other uses and disclosures of your health information will be made only as otherwise authorized by law or with your written authorization and you may revoke the authorization.