

**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 READ IT CAREFULLY.

Occupational Medicine Consultants is required by law to maintain the privacy of your protected health information. This information consists of all records related to your health, including demographic information either created by Occupational Medicine Consultants or received by Occupational Medicine Consultants from other health care providers.

We are required to provide you with notice of our legal duties and privacy practices with respect to your protected health information. These legal duties and privacy practices are described in this Notice. Occupational Medicine Consultants will abide by the terms of this notice or the Notice currently in effect at the time of the use or disclosure of your protected health information.

Occupational Medicine Consultants reserves the right to change the terms of this Notice and to make any new provisions effective for all protected health information that we maintain. Patients will be provided a copy of revised Notices upon request. An individual may obtain a copy of the current Notice from our office at any time.

Uses and Disclosures of Your Protected Health Information not Requiring Your Consent

Occupational Medicine Consultants may use and disclose your protected health information, without your written consent or authorization, for certain treatment, payment, and healthcare operations. There are certain restrictions on uses and disclosures of treatment records, which include registration and all other records concerning individuals who are receiving services for mental illness, developmental disabilities, alcoholism, or drug dependence. There are also restrictions on disclosing HIV test results.

Treatment may include:

- Providing, coordinating, or managing healthcare and related services by one or more health care providers.
- Consultations between health care providers concerning a patient.
- Referrals to other providers for treatment.

For example, Occupational Medicine Consultants may determine that you require the services of a specialist. In referring you to another doctor, Occupational Medicine Consultants may share or transfer your healthcare information to that doctor.

Healthcare operation may include:

- Contacting healthcare providers with information about treatment alternatives.
- Conducting quality assessment and improvement activities.
- Management and general administrative activities of Occupational Medicine Consultants.
- Protocol development, case management, or case coordination.
- Conducting or arranging for medical review.

Payment may include:

- Your health information may be used to seek payment from your health plan, or from credit card companies you may use to pay for services.

Law enforcement may include:

- Your health information may be disclosed to law enforcement agencies to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting.

Public health reporting may include:

- Your health information may be disclosed to public health agencies as required by law. For example we are required to report certain communicable diseases to the state's public health department.

Other uses and disclosures require your authorization. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision to revoke your authorization.

#### Individual Rights

You have certain rights under the federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of your protected health information.
- The right to receive confidential communications concerning your medical condition and treatment.
- The right to inspect and copy your protected health information.
- The right to amend or submit corrections to your protected health information.
- The right to receive an accounting of how and to whom your protected health information has been disclosed.
- The right to receive a printed copy of this notice.

#### Occupational Medicine Consultants Duties

We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We are also required to abide by the privacy policies and practices that are outlined in this notice.

#### Right to Revise Privacy Practices

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit. The revised policies and practices will be applied to all protected health information we maintain.

#### Requests to Inspect Protected Health Information

You may generally inspect or copy the protected health information that we maintain. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting the receptionist. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request.

#### Complaints

If you would like to submit a comment or complaint about our privacy practices, you may do so by sending a letter outlining your concerns to:

Colette Brown, Privacy Officer  
Occupational Medicine Consultants  
6515 Barrie Road, Suite 150  
Edina, MN 55435

If you believe that your privacy rights have been violated, you should call the matter to our attention by sending a letter describing the cause of your concern to the same address. You will not be penalized or otherwise retaliated against for filing a complaint.

The name of the person you may contact for further information concerning our privacy practices is: Colette Brown, Privacy Officer, Occupational Medicine Consultants, at 952-924-1641.

#### Effective Date

This notice is effective on or after April 14, 2003.