



**YOUR INFORMATION.
YOUR RIGHTS
OUR RESPONSIBILITIES**

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**

Your Rights

When it comes to health information, you have certain rights.

This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of the health information that we have about you. Ask us how to do this.
 - We will provide a copy or summary of your health information, usually on the Friday after the request is made. If we must mail your information, you will be charged for postage and registered mail services.
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Ask us to correct your medical information

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
 - We may say “no” to your request, but if we do, we will tell you why in writing within 60 days.
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Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
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Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment or our operations.
 - We are not required to agree to your request, and we may say “no” if it would affect your care.
 - If you pay for a service out-of-pocket in-full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer.
 - We will say “yes” unless a law requires us to share that information
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Get a list of those with whom we've shared information

- You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting per year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us in person, by telephone at (806) 771-9988 or mail at 4020 21st St, Suite 5, Lubbock, TX 79410.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Ave SW, Washington DC 20201, or by calling (877) 696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
 - Share information in a disaster relief situation
 - Include your information in a hospital directory
 - *If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*
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In these cases we never share your information unless you give us written permission:

- Marketing purposes
 - Sale of your information
 - *We do not have psychotherapy notes but if we did, these would also not be shared without your written permission*
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In the case of fundraising:

- We are permitted to but will not contact you for fundraising efforts. If we do contact you for fundraising purposes, you can tell us not to contact you again.
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Our Uses and Disclosures

How do we typically use or share your health information?

We typically use or share your health information in the following ways.

Treat you

- We receive information from you or your provider to help in interpreting the testing that we are asked to perform.
 - We provide the health information we generate from your body fluid or tissue samples to your provider to assist them in diagnosing or treating your medical conditions
 - We may provide your information to another laboratory that performs certain tests on our behalf.
 - **Example:** Your provider may ask for specialized testing that we do not maintain expertise to perform. We would submit your information to the reference laboratory so that they can perform the testing requested.
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Run our organization

- We can use and share your health information to run our practice, improve your care, and contact you when necessary
 - **Example:** We analyze test request volumes to determine whether to run tests ourselves or to send them to another laboratory for analysis.
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Bill for your services

- We can use and share your health information to bill and get payment from health plans or other entities
 - **Example:** We give information about you to your health insurance plan so that it will pay for your services
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Our Uses and Disclosures

How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

- We can share health information about you for certain situations such as:
 - Preventing disease
 - Helping with product recalls
 - Reporting adverse reactions
 - Reporting suspected abuse, neglect, or domestic violence
 - Preventing or reducing a serious threat to anyone's health or safety

Do research

- We can use or share your information for health research.

Comply with the law

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

Respond to organ and tissue donation requests

- We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
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Address workers' compensation, law enforcement, and other government requests

- We can use or share information about you:
 - For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services.

Respond to lawsuits and legal actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena.
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Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of This Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

This Notice of Privacy Practices applies to the following organizations.

Leannah Investment Partners Ltd.
dba Precision Laboratory Services

4020 21st St, Suite 5

Lubbock, TX 79410

(806) 771-9988

privacy@precisionlabservices.com

Effective from 20 April 2016 until revised or replaced.