



Telephone: (320) 532-3154
Toll Free: (877) 535-3154

NOTICE OF PRIVACY PRACTICES

This Notice describes how protected medical information about you may be used and disclosed and how you can gain access to this information. Please review it carefully.

1. Mille Lacs Health System is permitted to make uses and disclosures of protected health information for treatment, payment and health care operations, as described in the following examples:
 - a. For Treatment: We may disclose your personal health information to other providers who request it to aid in your treatment.
 - b. For Payment: We may disclose your personal health information to government health plans in order for them to determine liability.
 - c. For Health Care Operations: We may disclose your personal health information to public health organizations to comply with State and Federal laws.
 - d. When using, disclosing or requesting PHI, reasonable efforts will be made to use, disclose or request only the minimum amount necessary for the intended purpose.

Exceptions - The minimum necessary standard does not apply when:

- The information is disclosed to or requested by a health care provider for treatment;
- The use or disclosure is authorized by you;
- The disclosure is made to the U.S. Department of Health and Human Services Office of Civil Rights, when investigating a complaint or conducting a compliance review under the federal HIPAA rule;
- The use or disclosure is required by law; and
- The use or disclosure is required for compliance with the federal HIPAA rules.

2. Mille Lacs Health System is permitted or required, under specific circumstances, to use or disclose protected health information without your written authorization.
3. Other uses and disclosures will be made only with your written authorization, and you may revoke such authorization.
4. Mille Lacs Health System intends to engage in one or more of the following activities:
 - a. Mille Lacs Health System may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual or patient.
 - b. Mille Lacs Health system may contact you to raise funds for Mille Lacs Health System.
5. You have the following rights regarding protected health information:
 - a. The right to request restrictions on certain uses and disclosures of protected health information. Mille Lacs Health System is not required to agree to a requested restriction, however.
 - b. The right to request restrictions of contact for the purpose of fundraising. The patient/guardian must make the request in writing to Mille Lacs Health System's Public Relations Manager.
 - c. The right to receive confidential communications of protected health information, as applicable.
 - d. The right to inspect and copy protected health information, as provided in the Privacy Regulation.

- e. The right to amend protected health information, as provided in the Privacy Regulation.
 - f. The right to receive an accounting of disclosures of protected health information. When an electronic health record is used, you have the right to receive a list of instances in which we or our business associates disclose your health and personal information for the last three (3) years.
 - g. The right to obtain a paper copy of the Notice from the covered entity upon request. This right extends to an individual who has agreed to receive the Notice electronically.
 - h. If you paid out-of-pocket in full for a specific item or service, you have the right to ask that your Protected Health Information with respect to that item or service not be disclosed to a health plan for purposes of payment of health care operations, and we will honor that request.
 - i. If your Protected Health Information is maintained in an electronic format (known as an electronic medical record or an electronic health record), you have the right to request that an electronic copy of your record be given to you or transmitted to another individual or entity. We may charge you a reasonable, cost-based fee for the labor associated with transmitting the electronic medical record.
 - j. We will not use your health and personal information for marketing communications without your written authorization. Under no circumstances will we sell our patient lists or disclose your Protected Health Information to a third party for marketing purposes without written authorization from you.
 - k. You have the right to receive a notice of any security breach. We are required to notify you by first class mail of any breach of your Unsecured Protected Health Information as soon as possible, but in any event, no later than 60 days after we discover the breach. "Unsecured Protected Health Information" is Protected Health Information that has not been made unusable, unreadable, and undecipherable to unauthorized users. The notice will give you the following information:
 - A short description of what happened, the date of the breach and the date it was discovered;
 - The steps you should take to protect yourself from potential harm from the breach;
 - The steps we are taking to investigate the breach, mitigate losses, and protect against further breaches; and
 - Contact information where you can ask questions and get additional information
6. Mille Lacs Health System is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and privacy practices with respect to protected health information.
 7. Mille Lacs Health System is required to abide by the terms of the Notice currently in effect.
 8. Mille Lacs Health System reserves the right to change the terms of this Notice. The new Notice provisions will be effective for all protected health information that it maintains.
 9. Mille Lacs Health System will provide you with a revised Notice by the following methods:
 - a. We will provide a copy of the revised Notice at your next visit to our facility.
 - b. We will post the revised Notice in a prominent place in our facility.
 10. You may complain to Mille Lacs Health System and to the Secretary of the Department of Health and Human Services, without fear of retaliation by the organization, if you believe your privacy rights have been violated. If you wish to submit a complaint to Mille Lacs Health System, you must do so in writing to the Mille Lacs Health System Privacy Office or Risk Management Officer.

Mille Lacs Health System's designated contact person for matters relating to complaints is:

Mille Lacs Health System
Privacy Officer or Risk Management Officer
P.O. Box A
Onamia, MN 56359
Telephone Number: (320) 532-3154

11. This Notice is first in effect on April 15, 2003; updated October 1, 2012.