



Notice of HIPAA and Employment Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL AND EMPLOYMENT INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.

Pro Heights Consultants, Inc. values the privacy of your protected health and employment information. The information you provide is kept in the strictest confidentiality. Pro Heights will only use your information to provide you with the best possible care and assistance. The information you disclose will only be released to other agencies or individuals with a properly signed Authorization to Release Information. Your Authorization to Release Information can be revoked at any time by sending a written request to Pro Heights Consultants, Inc. Confidentiality is the foundation of the relationship between you and our consultant. Pro Heights is committed to this relationship.

HIPAA REGULATION: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides you with several rights and responsibilities relating to your protected health information.

- a) You have a right to receive this written Notice of HIPAA Privacy Practices describing how your protected information will be used and disclosed. You are entitled to request this written Notice of HIPAA and Employment Privacy Practices at any time.
- b) You have a right to request a limitation on our use and disclosure of your protected health information. Please be aware that Pro Heights may not be able to provide the services you require if you limit the information disclosed. All requests for limitation on the use and disclosure of your protected health information must be submitted to Pro Heights Consultants, Inc. in writing.
- c) You have the right to review or receive photocopies of the records that contain your protected health information. All requests to review or receive photocopies of our records that contain your protected health information must be submitted to Pro Heights Consultants, Inc. in writing. A reasonable, cost-based fee for photocopies and cost of mailing documents may be charged. If Pro Heights Consultants, Inc. is unable to provide the records to you, a written explanation will be sent to you. You may submit a written request for reconsideration.
- d) You have the right the right to request changes in the content of your information if you believe the content is incomplete, inaccurate, or for some other reason needs to be changed. All requests for changes in the content of your information must be submitted to Pro Heights Consultants, Inc. in writing. If these changes would cause your information to be inaccurate or incomplete, Pro Heights Consultants, Inc. will send you a written explanation why your information cannot be changed. Again, you may submit a written request for reconsideration.
- e) You have a right to request that Pro Heights Consultants, Inc. only communicates with you about your protected information in a confidential manner and only to locations (such as a post office box) or by means (such as a personal cellular telephone) specified by you. All requests for confidential communications must be submitted to Pro Heights Consultants, Inc. in writing.
- f) You have a right to obtain an accounting of the disclosers of your protected information. Some disclosures are not required by HIPAA to be included. The disclosures that are not required to be included are those disclosures made directly to you or that you have authorized. This accounting is for the six-year period immediately prior to the date of your request but no earlier than August 1, 2005. Your request can be for a shorter period of time. A reasonable, cost-based fee for the accounting and cost of mailing documents may be charged. All requests for an accounting must be submitted to Pro Heights Consultants, Inc. in writing.
- g) You have the right to file a complaint should you believe that your rights under the HIPAA rules have been violated. You can file the complaint with Pro Heights Consultants, Inc. directly or with The United States Department of Health and Human Services (HHS), Hubert H. Humphrey Building, 200 Independence Avenue SW, Washington DC 20201.

IF YOU HAVE QUESTIONS ABOUT ANY OF YOUR RIGHTS OR RESPONSIBILITIES AS DESCRIBED ABOVE, PLEASE CONTACT PRO HEIGHTS CONSULTANTS, INC.

Assisting Others to Reach their Personal and Professional Heights

Pro Heights Consultants, Inc • 31702 Granite Avenue • Hinton, IA 51024

Phone (712) 239-5085 • E-mail: emily@proheights.com

HIPAA USE AND DISCLOSURE OF INFORMATION: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires that this Notice discloses how your protected information will be used and disclosed. These uses and disclosures are described below.

a) **Treatment:** HIPAA defines treatment as “the provision, coordination, or management of health care and related services by one or more health care providers, including the coordination or management of health care by a health care provider with a third party; consultation between health care providers relating to a patient; or the referral of a patient for health care from one health care provider to another.” Pro Heights Consultants, Inc. will only use and disclose your protected information in order to provide services to you in the course of your treatment and for the maintenance of your recovery contract.

b) **Professional Boards:** Pro Heights Consultants, Inc. will release your confidential information to your professional board as outlined in your recovery contract and as required under the practice requirements and legislation for your profession. Self-report information will only be disclosed to the full Board without identifying information.

c) **Business associates:** Pro Heights Consultants, Inc. will disclose your protected information to business associates as defined by HIPAA in order to provide you the best possible service. These associates will be required to also protect your confidential information under HIPAA regulations.

d) **Matters of Public Health and Safety:** Pro Heights Consultants, Inc. will disclose your protected information as required by state or federal laws with respect to matters relating to public health and for the health and safety of yourself and others.

e) **Legal Disputes:** Pro Heights Consultants, Inc. will disclose your protected information as required by federal or state laws, by court order, subpoena or other legal mandate. Your information will be disclosed as required to comply with court order, subpoena, or in a discovery proceeding, such as a deposition. Your information can also be disclosed to the appropriate government agency for the purpose of national security and intelligence.

LEGAL DUTIES TO PROTECT CONFIDENTIALITY: Pro Heights Consultants, Inc. has a legal duty to protect the use and disclosure of your protected information as outlined in your recovery contract and as outlined in the professional practice requirements and legislation for your profession. An appropriate signed Authorization to Release Information will be used to authorize the release of your information.

CONCLUSION: HIPAA requires that Pro Heights Consultants, Inc. give you this Notice of HIPAA and Employment Privacy Practices and make a good faith effort to obtain your written acknowledgement you were given this Notice. Upon signing your Authorization to Release Information, you will be required to verify that you have received this Notice. We appreciate your cooperation in reviewing this Notice and giving your written acknowledgement.

HIPAA requires that this Notice, at a minimum, covers the following three areas.

1. How your protected information is used and disclosed.
2. Your rights and responsibilities with respect to your protected information.
3. Legal duties to protect the confidentiality of your protected information.

Pro Heights Consultants, Inc. knows the value of the privacy of your protected health and employment information. Your information will be held in strictest confidentiality and according to the HIPAA Requirement. Thank you.

IF YOU HAVE QUESTIONS ABOUT ANY OF YOUR RIGHTS OR RESPONSIBILITIES AS DESCRIBED ABOVE, PLEASE CONTACT PRO HEIGHTS CONSULTANTS, INC.

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