

MORC HOME CARE, INC.

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 REVIEW IT CAREFULLY.

This Notice of Privacy Practices is a description of how MORC Home Care, Inc. may use and disclose your protected health information to carry out treatment, payment, or health care operations and for other purposes permitted or required by law. This Notice also describes your rights to access and control your protected health information. "Protected health information" is information about you that may identify you and relates to your past, present, or future physical or mental health or condition and related care services.

MORC Home Care, Inc. is required to abide by the terms of the Notice of Privacy Practices and may change the terms of this Notice at any time. The new Notice would be effective for all protected health information maintained by MORC Home Care, Inc. at that time.

I. USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

A. USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION BASED UPON YOUR WRITTEN CONSENT

Here are some examples of the types of uses and disclosures of your protected health care information that MORC Home Care, Inc. is permitted to make once you sign the consent form.

- (1) *Treatment:* MORC Home Care, Inc. will use and disclose your protected health information to provide, coordinate, or manage your care and any related services, including the coordination or management of your care with a third party that has already obtained your permission to have access to your protected health information. For example, MORC Home Care, Inc. would disclose your protected health information to a home health agency that provides care to you.
- (2) *Payment:* Your protected health information may be used to obtain payment for your care services. This may include making a determination of eligibility or coverage for insurance benefits, reviewing medical services provided, or undertaking utilization review activities.
- (3) *Health Care Operations:* MORC Home Care, Inc. may use or disclose your protected health information in order to support its business activities, i.e., quality assessment, employee reviews, training, marketing, fundraising, etc.

B. USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION BASED UPON WRITTEN AUTHORIZATION

Your protected health information may be released for other purposes only with your written authorization. Please note that this authorization can be revoked by you at any time by notifying MORC Home Care, Inc.'s Privacy Officer in writing.

C. OTHER PERMITTED AND REQUIRED USES AND DISCLOSURES THAT MAY BE MADE WITHOUT YOUR CONSENT, AUTHORIZATION, OR OPPORTUNITY TO OBJECT

MORC Home Care, Inc. may use or disclose your protected health information without your consent or authorization as required by law. These situations could include the use or disclosure of your protected health information for the following situations:

- (1) Public health activities;
- (2) Communicable diseases;
- (3) Investigations by a health oversight agency;
- (4) Abuse, neglect, or domestic violence;
- (5) Food and Drug Administration product testing;
- (6) Legal proceedings;
- (7) Law enforcement purposes;
- (8) Identification purposes for coroners, funeral directors, and organ donations;
- (9) Research;
- (10) Requests from law enforcement authorities in attempts to prevent criminal activity;
- (11) Military activity and national security;
- (12) Workers' compensation and other legally established programs; and
- (13) Provision of care to inmates of correctional facilities.

MORC Home Care, Inc. must make disclosures to you under the law when required by the Secretary of the Department of Health and Human Services to investigate or determine MORC Home Care, Inc.'s compliance with the requirements of Applicability (see Section 164.500 et seq.).

II. YOUR RIGHTS

You have the right to inspect and copy your protected health information contained in your MORC Home Care, Inc. record for as long as MORC Home Care, Inc. maintains that protected health information.

For example, under federal law, you may not inspect or copy psychotherapy notes, preparatory notes for court proceedings, etc. However, under certain circumstances, the denial may be reviewed. Please contact MORC Home Care, Inc.'s Privacy Officer should you have any questions regarding access to your health record.

You have the right to request a restriction of your protected health information. This request must state the specific restriction requested and to whom you want the restriction to apply.

MORC Home Care, Inc. is not required to agree to a restriction that you may request if MORC Home Care, Inc. believes that it is in your best interest to permit the use and disclosure of your protected health information.

MORC Home Care, Inc. will accommodate all reasonable requests for the release of your protected health information. Such requests should be made in writing to MORC Home Care, Inc.'s Privacy Officer.

You may have the right to have MORC Home Care, Inc. amend your protected health information. However, MORC Home Care, Inc. may deny such a request. Such requests should be made in writing to MORC Home Care, Inc.'s Privacy Officer.

You have the right to receive an accounting of certain disclosures that MORC Home Care, Inc. has made, if any, of your protected health information. You have the right to receive specific information regarding these disclosures that occur after April 14, 2003. Please direct your questions to MORC Home Care, Inc.'s Privacy Officer, (586) 263-8953.

Upon a request made to MORC Home Care, Inc.'s Privacy Officer, you may receive a copy of this Notice electronically.

Should you believe your privacy rights have been violated by MORC Home Care, Inc., you may file a complaint in writing to:

MORC Home Care, Inc.
Attention: Privacy Officer
16200 Nineteen Mile Road
P.O. Box 380710
Clinton Township, Michigan 48038
PHONE (586) 263-8953 FAX (586) 228-7029 TTY/TTD (586) 286-5036

U.S. Department of Health and Human Services
Region V, Office for Civil Rights
233 North Michigan Avenue, Suite 240
Chicago, Illinois 60601
PHONE (312) 886-2359 FAX (312) 886-1807 TTY/TDD (312) 353-5693 E-MAIL OCRComplaint@hhs.gov

MORC Home Care, Inc. will not retaliate against you for filing a complaint.

This notice was published and became effective on April 14, 2003. Privacy Officer contact information was revised and became effective April 14, 2007.