



## About Our Notice of Privacy Practices

As an essential part of our commitment to you, Paratech Ambulance Service, Inc. maintains the privacy of certain confidential health care information about you, known as **Protected Health Information** or **PHI**. We are required by law to protect your health care information and to provide you a Notice of Privacy Practices.

The Notice of Privacy Practices outlines our legal duties and privacy practices respect to your PHI. It not only describes our privacy practices and your legal rights, but lets you know—among other things—how Paratech Ambulance Service, Inc. is permitted to use and disclose PHI about you, how you can access and copy that information, how you may request an amendment of that information, and how you may request restrictions on our use and disclosure of your PHI.

Paratech Ambulance Service, Inc. is also required to abide by the terms of the version of the Notice of Privacy Practices currently in effect. In most situations, we may use your PHI as described in the Notice of Privacy Practices without your permission, but there are some situations where we may use your PHI only after we obtain your written authorization, if we are required by law to do so.

We respect your privacy, and treat all health care information about our patients with care, under strict policies of confidentiality that all of our staff is committed to following at all times.

# NOTICE OF PRIVACY PRACTICES

**IMPORTANT: 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.**

**Purpose of this Notice of Privacy Practices:** Paratech Ambulance Service, Inc. is required by law to maintain the privacy of certain confidential health care information, known as **Protected Health Information** or **PHI**, and to provide you with a notice of our legal duties and privacy with respect to your PHI. This Notice of Privacy Practices describes your legal rights, advises you of our privacy practices, and lets you know how Paratech Ambulance Service, Inc. is permitted to use and disclose PHI about you. Paratech Ambulance Service, Inc. is required to abide by the terms of this version of this Notice of Privacy Practices currently in effect.

**Uses and Disclosures of PHI:** Paratech Ambulance Service, Inc. may use PHI for the purposes of treatment, payment, and health care operations in most cases, without your written permission. Examples of our use of your PHI:

**For Treatment:** This includes such things as verbal and written information that we obtain about you and use pertaining to your medical condition and treatment provided to you by us and other medical personnel (including doctors and nurses who give orders to allow us to provide treatment to you). It also includes information we give to other health care personnel to whom we transfer your care and treatment, and includes transfer of PHI via radio or telephone to the hospital or dispatch center, as well as providing the hospital with a copy of the written record we create in the course of providing you with treatment and transport.

**For Payment:** This includes any activities we must undertake in order to get reimbursed for the services we provide to you, including such things as organizing your PHI and submitting bills to insurance companies (either directly or through a third-party billing company), management of billed claims for services rendered, medical necessity determinations and reviews, utilization review, and collection of outstanding accounts.

**For Health Care Operations:** This includes quality assurance activities, licensing, and training programs to ensure that our personnel meet our standards of care and follow established policies and procedures, obtaining legal and financial services, conducting business planning, processing grievances and complaints, creating reports that do not individually identify you for data collection purposes, fundraising, and certain marketing activities.

**Fundraising:** We may contact you when we are in the process of raising funds for Paratech Ambulance Service, Inc., or to provide you with information about our annual subscription program.

**Reminders for Scheduled Transports and Information on Other Services:** We may also contact you to provide you with a reminder of any scheduled appointments for non-emergency ambulance and medical transportation, or for other information about alternative services we provide or other health-related benefits and services that may be of interest to you.

**Use and Disclosure of PHI Without Your Authorization:** Paratech Ambulance Service, Inc. is permitted to use PHI *without* your written authorization or opportunity to object in certain situations:

- For Paratech Ambulance Service, Inc.'s use in treating you or in obtaining payment for services provided to you or in other health care operations;
- For the treatment activities of another health care provider;
- To another health care provider or entity for the payment activities of the provider or entity that receives the information (such as your hospital or insurance company);
- To another health care provider (such as the hospital to which you are transported) for the health care operations activities of the entity that receives the information as long as the entity receiving the information has or has had a relationship with you and the PHI pertains to that relationship;
- For health care fraud and abuse detection or for activities related to compliance with the law;
- To a family member, other relative, close and personal friend, or other individual involved in your care if we obtain your verbal agreement to do so, or if we give you an opportunity to object to such a disclosure and you do not raise an objection. We may also disclose health information to your family member, other relative, close and personal friend, or other individual involved if we infer from the circumstances that you would not object. For example, we may assume you agree to our disclosure of your PHI to your spouse when your spouse has called the ambulance for you. In situations where you are not capable of objecting (because you are not present or due to you incapacity or medical emergency) we may, in our professional judgment, determine that a disclosure to your family member, other relative, close and personal friend, or other individual involved is in your best interest. In that situation, we will disclose only health information relevant to that person's involvement in your care.
- To a public health authority in certain situations such as reporting a birth, death, or disease as required by law; as part of a public health investigation; to report a child or adult abuse or neglect or domestic violence; to report adverse events such as product defects; or to notify a person about exposure to a possible communicable disease as required by law;
- For health oversight activities including audits or government investigations, inspections, disciplinary proceedings, and other administrative or judicial actions undertaken by the government (or their contractors) by law to oversee the health care system;
- For judicial and administrative proceedings as required by a court or administrative order, or in some cases in response to a subpoena or other legal process;
- For law enforcement activities in limited situations, such as when there is a warrant for the request, or when the information is needed to locate a suspect or stop a crime;
- For military, national defense and security, and other special government functions;

- To avert a serious threat to the health and safety of a person or the public at large;
- For workers' compensation purposes, and in compliance with workers' compensation laws;
- To coroners, medical examiners, and funeral directors for identifying a deceased person, determining cause of death, or carrying on their duties as authorized by law;
- If you are an organ donor, we may release health information to organizations that handle organ procurement or organ, eye, or tissue transplantation or to an organ donation bank, as necessary to facilitate organ donation and transplantation;
- We may use or disclose health information about you in a way that does not personally identify you or reveal who you are.

Any other use or disclosure of your PHI, other than the above listed, will only be made with your written authorization (the authorization must specifically identify the information we seek to use or disclose, as well as when and how we seek to use or disclose it). **You may revoke your authorization at any time, in writing, except to the extent that we have already used or disclosed medical information in reliance on that authorization.**

**Patient Rights:** As a patient, you have a number of rights with respect to the protection of your PHI:

**The Right to Access, Copy, or Inspect Your PHI:** This means you may come to our offices and inspect and copy most of the medical information about you that we maintain. We will normally provide you with access to this information within 30 days of your request. We may also charge you a reasonable fee for you to copy any medical information that you have the right to access. In limited circumstances, we may deny you access to your medical information, and you may appeal certain types of denials.

We have forms available to request access to your PHI and we will provide a written response if we deny you access and let you know your appeal rights. If you wish to inspect and copy your medical information, you should contact our privacy officer.

**The Right to Amend Your PHI:** You have the right to ask us to amend written medical information that we may have about you. We will generally amend your information within 60 days of your request and will notify you when we have amended the information. We are permitted by law to deny your request to amend your medical information (only in certain circumstances), like when we believe the information you have asked us to amend is correct. If you wish to request that we amend the medical information that we have about you, you should contact our privacy officer.

**The Right to Request an Accounting of Our Use and Disclosure of Your PHI:** You may request an accounting from us of certain disclosures of your medical information that we have made in the last six years prior to the date of your request. We are *not required* to give you an accounting of information we have used or disclosed for purposes of treatment, payment, or health care operations, or when we share your health information with our business associates, like our billing company or a medical facility from and/or to which we have transported you.

We are also *not required* to give you an accounting of our uses of your PHI for which you have already given us written authorization. If you wish to request an accounting of the medical information about you that we have used or disclosed that is not exempted from the accounting requirement, you should contact our privacy officer.

**The Right to Request that We Restrict the Uses and Disclosures of Your PHI:** You have the right to request that we restrict how we use and disclose your medical information that we have about you for treatment, payment, or health care operations, or to restrict the information that is provided to a family member, other relative, close and personal friend, or other individual involved in your health care. Though, If you request a restriction and the information you asked us to restrict is needed to provide you with emergency treatment, we may use the PHI or disclose the PHI to a health care provider to provide you with emergency treatment. Paratech Ambulance Service, Inc. is not required to agree to any restrictions you request, but any restrictions agreed upon by Paratech Ambulance Service, Inc. are binding on Paratech Ambulance Service, Inc.

**Internet, Electronic Mail, and the Right to Obtain Copy of Paper Notice on Request:** If we maintain a web site, we will prominently post a copy of this Notice of Privacy Practices on our web site and make the Notice of Privacy Practices

available electronically through the web site. If you allow us, we will forward you this Notice of Privacy Practices by electronic mail instead of on paper and you may always request a paper copy of this Notice of Privacy Practices.

**Revisions to this Notice of Privacy Practices:** Paratech Ambulance Service, Inc. reserves the right to change the terms of this Notice of Privacy Practices at any time, and the changes will be effective immediately and will apply to all protected health information that we maintain. Any material changes to this Notice of Privacy Practices will be promptly posted in our facilities and posted to our web site, if we maintain one. You can get a copy of the latest version of this Notice of Privacy Practices by contacting our privacy officer.

**Your Legal Rights and Complaints:** You also have the right to complain to us or to the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against in any way for filing a complaint with us or to the government. Should you have any questions, comments, or complaints, you may direct all inquiries to our privacy officer. Individuals will not be retaliated against for filing a complaint.

If you have any questions or if you wish to file a complaint or exercise any rights listed within this Notice of Privacy Practices, please contact:

William Field  
Privacy Officer  
Paratech Ambulance Service, Inc.  
9401 W. Brown Deer Road  
Milwaukee, WI 53224  
(414) 365-8900 ext. 318

Effective Date of this Notice of Privacy Practices: April 14, 2003