

Effective April 14, 2003

Timberline Medical, P.C.

Notice of Privacy Practices

As required by the privacy regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU (AS A PATIENT OF TIMBERLINE) MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO YOUR INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION

A. Our commitment to your privacy:

Timberline is dedicated to maintain the privacy of your individually identifiable health information (also called protected health information, or PHI). In conducting our business, Timberline will create records regarding you and the treatment and services Timberline provide to you. Timberline are required by law to maintain the confidentiality of health information that identifies you. Timberline is also required by law to provide you with this notice of our legal duties and the privacy practices that we maintain at Timberline concerning your PHI. By federal and state law, Timberline must follow the terms of the Notice of Privacy Practices that we have in effect at the time.

We realize that these laws are complicated, but Timberline must provide you with the following important information:

- How Timberline may use and disclose your PHI,
- Your privacy rights in your PHI,
- Our obligations concerning the use and disclosure of your PHI.

The terms of this notice apply to all records containing your PHI that are created or retained by Timberline . Timberline reserves the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your records that Timberline has created or maintained in the past, and for any of your records that Timberline may create or

maintain in the future. Timberline will post a copy of our current Notice in our offices in a visible location at all times and on our web site Timberline Medical.com, and you may request a copy of our current Notice at any time.

B. If you have questions about this Notice, please contact:

Privacy Officer, Timberline Medical, 131 Stanley Ave. #202, Estes Park, CO 80517

C. We may use and disclose your PHI in the following ways:

The following categories describe the different ways in which Timberline may use and disclose your PHI.

1. Treatment. Timberline may use your PHI to treat you. For example, Timberline may ask you to have laboratory tests (such as blood or urine tests), and Timberline may use the results to help Timberline reach a diagnosis. Timberline might use your PHI in order to write a prescription for you, or Timberline might disclose your PHI to a pharmacy when we order a prescription for you. Many of the people who work for Timberline—including, but not limited to, our doctors, nurse practitioner, physician assistant, and nurses—may use or disclose your PHI in order to treat you or to assist others in your treatment. Additionally, Timberline may disclose your PHI to others who may assist in your care, such as your spouse, children or parents. Finally, Timberline may also disclose your PHI to other health care providers for purposes related to your treatment.

2. Payment. Timberline may use and disclose your PHI in order to bill and collect payment for the services and items you may receive from us. For example, Timberline may contact your health insurer to certify that you are eligible for benefits (and for what range of benefits), and Timberline may provide your insurer with details regarding your treatment to determine if your insurer will cover, or pay for, your treatment. Timberline also may use and disclose your PHI to obtain payment from third parties that may be responsible for such costs, such as family members. Also, Timberline may use your PHI to bill you directly for services and items. Timberline may disclose your PHI to other health care providers and entities to assist in their billing and collection efforts.

3. Health care operations. Timberline may use and disclose your PHI to operate our business. As examples of the ways in which Timberline may use and disclose your information for our operations, Timberline may use your PHI to evaluate the quality of care you received from us, or to conduct cost-management and business planning activities for Timberline . Timberline may disclose your PHI to other health care providers and entities to assist their health care operations.

4. Appointment reminders. Timberline may use and disclose your PHI to contact you and remind you of an appointment.

5. Treatment options. Timberline may use and disclose your PHI to inform you of potential treatment options or alternatives.

6. Health-related benefits and services. Timberline may use and disclose your PHI to inform you of health-related benefits or services.

7. Release of information to family/friends. Timberline may release your PHI to a friend or family member that is involved in your care, or who assists in taking care of you, if you authorize Timberline to.

8. Disclosures required by law. Timberline will use and disclose your PHI when we are required to do so by federal, state or county law.

D. Use and disclosure of your PHI in special circumstances:

The following categories involve our use or disclosure of your PHI.

- Public health risks
- Health oversight by authorized agencies
- Court or administrative order
- Law enforcement
- Deceased patients, to a medical examiner
- Organ and tissue donation, if an organ donor
- Serious threats to health and safety
- Military service members, to military authorities
- National security
- Workers compensation, if you are injured at work

E. Your rights regarding your PHI:

You have the following rights regarding your PHI that we maintain about you:

1. Confidential communications. You have the right to request that Timberline communicate with you about your health and related issues in a particular manner or by telephone at a telephone number you specify. For instance, you may request that Timberline contact you at home, rather than work. In order to request a type of confidential communication, you must make a written request in person or to

Privacy Officer, Timberline Medical, P.C., 131 Stanley Avenue #202, Estes Park, CO 80517

Specifying the requested method of contact, or the location where you wish to be contacted. Timberline will accommodate reasonable requests. You do not need to give a reason for your request.

2. Requesting restrictions. You have the right to request a restriction in our use or disclosure of your PHI for treatment, payment or health care operations. Additionally, you have the right to request that Timberline restrict our disclosure of your PHI to only certain individuals involved in your care or the payment for your care, such as family members and friends. Timberline is not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies or when the information is necessary to treat you. In order to request a restriction in our use or disclosure of your PHI, you must make your request in writing to:

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Your request must describe in a clear and concise manner fashion:

- The information you wish restricted,
- Whether you are requesting to limit Timberline's use, disclosure or both,
- To whom you want the limits to apply.

3. Inspection and copies. You have the right to inspect and obtain a copy of the PHI that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. You must submit a request in writing to

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in order to inspect and/or obtain a copy of your PHI. Timberline may charge a fee for the costs of copying, mailing, labor and supplies associated with your requests. Timberline may deny your request to inspect and copy in certain limited circumstances; however, you may request a review of our denial. Another licensed health care professional chosen by Timberline will conduct reviews.

4. Amendment. You may ask Timberline to amend your health information if you believe it is incorrect or incomplete, and you may request an amendment for as long as the information is kept by or for Timberline. To request an amendment, your request must be made in writing and submitted to:

Privacy Officer, Timberline Medical, P.C., 131 Stanley Avenue #202, Estes Park, CO 80517

You must provide Timberline with a reason that supports your request for amendment. Timberline will deny your request if you fail to submit your request if you ask Timberline to amend information that is in our judgment: (a) accurate and complete; (b) not part of the PHI kept by or for the practice; (c) not part of the PHI which you would be permitted to inspect and copy; or (d) not created by Timberline, unless the individual or entity that created the information is not available to amend the information.

5. Accounting of disclosures. All of our patients have the right to request an "accounting of disclosures". An "accounting of disclosures" is a list of certain non-routine disclosures Timberline has made of your PHI for purposes not related to treatment, payment or operations. Use of your PHI as part of the routine patient care at Timberline is not required to be documented—for example, the doctor sharing information with the nurse; or the billing department using your information to file your insurance claim. In order to obtain an accounting of disclosures, you must submit your request in writing in person or to:

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All requests for an "accounting of disclosures" must state a time period, which may not be longer than six (6) years from the date of disclosure and may not include dates before

April 14, 2003. The first list you request within a 12-month period is free of charge, but Timberline may charge you for additional lists within the same 12-month period. Timberline will notify you of the costs involved with additional requests, and you may withdraw your request before you incur any costs.

6. Right to a paper copy of this notice. You are entitled to receive a paper copy of our notice of privacy practices. You may ask Timberline to give you a copy of this notice at any time. To obtain a paper copy of this notice contact:

Privacy Officer, Timberline Medical, P.C., 131 Stanley Avenue #202, Estes Park, CO 80517

7. Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with Timberline or with the Secretary of the Department of Health and Human Services (federal government). To file a complaint with Timberline, contact:

Privacy Officer, Timberline Medical, P.C., 131 Stanley Avenue #202, Estes Park, CO 80517

All complaints must be submitted in writing. You will not be penalized for filing a complaint.

8. Right to provide an authorization for other uses and disclosures. Timberline will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law. You may revoke any authorization you provide to Timberline regarding the use and disclosure of your PHI at any time in writing. After you revoke your authorization, Timberline will no longer use or disclose your PHI for the reasons described in the authorization. *Please note: Timberline is required to retain records of your care.*

If you have any questions regarding this notice or our health information privacy policies, please ask in person for or contact:

**Privacy Officer, Timberline Medical, P.C., 131 Stanley Avenue #202, Estes Park, CO 80517
970 586-2343**