



NOTICE OF PRIVACY PRACTICES

This notice applies to all locations of Aspire Rural Health System. It describes how medical information about you may be used and disclosed. To obtain copies of your information, contact the Health Information Department at the following locations:

Aspire @ Hills & Dales: 989-912-6252
Aspire @ Marlette: 989-635-1822
Aspire @ Deckerville: 810-376-2835

PLEASE REVIEW CAREFULLY.

Your health information is contained in a medical record that is the physical property of Aspire Rural Health Systems. Aspire uses health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care.

How Aspire Rural Health System May Use or Disclose Your Health Information

For Treatment: Your health record contains documented information needed to assist Aspire Rural Health System to determine your treatment plan. Relevant information from outside providers may also be reviewed and considered in your course of treatment. Our health care providers will also record actions taken in the course of your treatment and document how you respond. Information may be shared with other providers who are involved in your care.

For Payment: Aspire Rural Health System may use and disclose your health information to others for purposes of receiving payment for treatment and services that you received. For example, a bill may be sent to you or a third-party payor, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment.

For Health Care Operations: Aspire Rural Health System may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk, or quality improvement personnel, and to others to:

- Evaluate the performance of our staff.
- Assess the quality of care and outcomes in your cases and similar cases.
- Learn how to improve our facilities and services.

Appointments: Aspire Rural Health System may use your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Required by law: Aspire Rural Health System may use and disclose information about you as required by law. For example:

- For judicial and administrative proceedings pursuant to legal authority
- To report information related to victims of abuse, neglect, or domestic violence; and
- To assist law enforcement officials in their law enforcement duties
- For workers' compensation purposes
- For purposes of organ donation
- To avoid harm to a person or the public
- For specific Government functions

Obligations of Aspire Rural Health System

Aspire Rural Health System is required by law to:

- Maintain the privacy of protected health information.
- provide you with this notice of its legal duties and privacy practices with respect to your health information.
- Abide by the terms of this notice.
- Notify you if we are unable to agree to a requested restriction on how your information is used or disclosed.
- Accommodate reasonable request you may make to communicate health information by alternative means or at alternative locations.

Aspire Rural Health System reserves the right to change its information practices and to make the new provisions effective for all protected health information it maintains. Revised notices will be made available to you upon request.

Contact Information: If you have any questions or complaints, please contact:

Cassie Vanvalkenburgh, Compliance and HIPAA Privacy Officer (989) 912-6296
Aspire Rural Health System, 4675 Hill Street, Cass City, MI 48726