



**MARICOPA INTEGRATED HEALTH SYSTEM**  
**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**

We are committed to protecting the confidentiality of your medical information, known as your Protected Health Information (PHI), and are required by law to do so. Your PHI is your individually identifiable health information, including demographic data, that relates to: (1) your past, present or future physical or mental health or condition; (2) the provision of health care to you; or (3) the past, present, or future payment for the provision of health care to you; and that identifies you or for which there is a reasonable basis to believe it can be used to identify you. Individually identifiable health information includes many common identifiers (e.g. your name, address, birth date, Social Security Number, etc.).

This notice describes how we may use your PHI within Maricopa Integrated Health System (MIHS) and how we may disclose it to others outside MIHS. This notice also describes the rights you have concerning your own PHI. Please review it carefully and let us know if you have questions. Please note that incarcerated patients do not have the rights contained in this Notice of Privacy Practices ("Notice").

This Notice applies to all who work or provide services at MIHS (including Maricopa Medical Center, the Behavioral Health Annex, Desert Vista, the Family Health Centers, and the Comprehensive HealthCare Center), District Medical Group (DMG), and all MIHS personnel, volunteers, students, contracted physicians and trainees. The Notice also applies to MIHS and

DMG physicians, physician assistants, therapists, emergency service providers, medical transportation companies, medical equipment suppliers, and other health care providers not employed by MIHS, unless these other health care providers give you their own notice that describes how they will protect your PHI. MIHS may share your PHI with these other health care providers for their treatment, payment, and health care operations. This arrangement is only for sharing information and not for any other purpose.

**HOW WE USE AND DISCLOSE YOUR PHI**

**Treatment:** We may use your PHI to provide you with medical services and supplies. We may also disclose your PHI to others who need that information to treat you, such as doctors, physician assistants, nurses, medical and nursing students, technicians, therapists, emergency service and medical transportation providers, medical equipment providers, and other health care facilities involved in your care. For example, we will allow your physician to have access to your PHI to assist in your treatment at the Hospital and for follow-up care.

We also may use and disclose your PHI to contact you to remind you of an upcoming appointment, to inform you about possible treatment options or alternatives, or to tell you about health-related services available to you.

**Payment:** We may use and disclose your PHI to get paid for the medical services and supplies we provide to you. For example, your health plan or health insurance company may ask to see parts of your PHI before they will pay us for your treatment.

**Hospital Operations:** We may use and disclose your PHI if it is necessary to improve the quality of care we provide to patients or to run the hospital. We may use your PHI to conduct quality improvement activities, to obtain audit, accounting or legal services, or to conduct business management and planning. For example, we may look at your PHI to evaluate whether MIHS personnel, your doctors, or other health care professionals did a good job.

**Fundraising:** We may contact you to ask for your help with different fundraising campaigns. Please notify us if you do not wish to be contacted during

fundraising campaigns. If you advise us in writing (at the physical address listed at the bottom of this Notice) that you do not wish to receive such communications, we will not use or disclose your PHI for these purposes.

**Family Members and Others Involved in Your Care:**

We may disclose your PHI to a family member or friend who is involved in your medical care, or to someone who helps to pay for your care. We also may disclose your PHI to disaster relief organizations to help locate a family member or friend in a disaster. If you do not want MIHS to disclose your PHI to family members or others who will visit you, please inform the registration staff and mark the appropriate box on the form provided during registration.

**Patient Directory:** In order to assist family members and other visitors in locating you while you are an inpatient, we maintain a patient directory. This directory includes your name, room number, your general condition (such as fair, stable, or critical). We will disclose this information to someone who asks for you by name. The patient directory also includes your religious affiliation (if any). We will disclose this information only to clergy members. MIHS behavioral health facilities do not maintain a patient directory.

If you do not want to be included in the patient directory, or your religious affiliation information given to the clergy, please inform the registration staff and mark the appropriate box on the form provided during registration.

**Research:** We may use or disclose your PHI for research projects, such as studying the effectiveness of a treatment you received. These research projects must go through a special process that protects the confidentiality of your PHI.

**Required by Law:** Federal, state, or local laws may require us to disclose your PHI. For instance, we are required to report child abuse or neglect, domestic violence, and abuse of incapacitated or vulnerable adults and must provide certain information to law enforcement officials and other government officials authorized by law to receive reports, such as the Arizona Department of Child Safety.

For work-related injuries, we are also required to give information to Worker's Compensation Programs.

**Public Health:** We also may report your PHI for public health purposes. For instance, we are required to report births, deaths, and communicable diseases to the State of Arizona. We also may need to report patient problems with medications or medical products to the FDA, or may notify patients of recalls of products they are using.

**Public Safety:** We may disclose your PHI for public safety purposes in limited circumstances. We may disclose your PHI to law enforcement officials in response to a search warrant or a grand jury subpoena. We also may disclose your PHI to assist law enforcement officials in identifying or locating a person, to prosecute a crime of violence, to report deaths that may have resulted from criminal conduct, or to report criminal conduct within MIHS.

We also may disclose your PHI to law enforcement officials and others to prevent a serious threat of health or safety.

**Health Oversight Activities:** We may disclose your PHI to a government agency that oversees MIHS or its personnel, such as the Arizona Department of Health Services, the federal and state agencies that oversee Medicare and Medicaid, the Board of Medical Examiners or the Board of Nursing. These agencies may request your PHI to monitor MIHS' compliance with state and federal laws.

**Coroners, Medical Examiners, and Funeral Directors:** We may disclose information concerning deceased patients to coroners, medical examiners, and funeral directors to assist them in carrying out their duties.

**Organ and Tissue Donation:** We may disclose your PHI to organizations that handle organ, eye or tissue donation or transplantation.

**Military, Veterans, National Security and Other Government Purposes:** If you are a member of the armed forces, we may release your PHI as required by military command authorities or to the

Department of Veterans Affairs. MIHS may also disclose your PHI to federal officials for intelligence and national security purposes or for Presidential Protective Services.

**Judicial Proceedings:** MIHS may disclose your PHI if ordered to do so by a court or if a subpoena or search warrant is served. You will receive advance notice about this disclosure in most situations so that you will have a chance to object to sharing your PHI.

**Information with Additional Protection:**

Certain types of PHI have additional protection under state and federal law. For instance, PHI about communicable disease and HIV/AIDS, drug and alcohol abuse treatment, genetic testing, and evaluation and treatment for a serious mental illness is treated differently than other types of PHI. For those types of information, in many circumstances, MIHS is required to get your permission before disclosing your PHI to others.

**Other Uses and Disclosures:** If MIHS wishes to use or disclose your PHI for a purpose that is not discussed in this Notice, MIHS will seek your permission. If you give your permission to MIHS, you may revoke that permission at any time, unless we have already relied on your permission to use or disclose information. If you would ever like to revoke your permission, please notify the Health Information Management (“HIM”) Department in writing (contact information is at the end of this Notice).

We will obtain your written authorization to use and disclose your PHI for these specific purposes:

**Marketing**

We will not use or disclose your PHI for marketing purposes without your authorization. Additionally, if we were to receive remuneration from a third party in connection with our promotion of its product or service to you, then we will obtain your written authorization before we can use or disclose your PHI. We are not required to obtain your authorization to discuss our health-related products or services that are available for your health care treatment, case management or care coordination, or to direct or recommend alternative treatments, therapies, providers, or settings of care, providing face to face discussions and offering samples or promotional gifts of nominal value.

**Psychotherapy Notes**

Psychotherapy notes are notes that are written by a mental health professional that document the conversations during a private counseling session or in group or joint therapy. Many uses and disclosures of psychotherapy notes require your authorization.

**Sale of PHI**

We will obtain your authorization for any disclosure of your PHI which we directly or indirectly receive remuneration in exchange for the information.

**WHAT ARE YOUR RIGHTS?**

**Right to Request Your PHI:** You have the right to look at your own PHI and to get a copy of that information. Please note that exceptions may apply as provided by law. (The law requires us to keep the original record.) This includes your medical record, your billing record, and other records we use to make decisions about your care. To request your PHI, call or write to the Health Information Management (“HIM”) Department (contact information is at the end of this notice). You can request an electronic copy or a paper copy of your PHI. If you request a copy of your PHI, we will charge you for our costs to copy the information. We will tell you in advance what this copying will cost. You can look at your record at no cost.

**Right to Request Amendment of PHI you Believe Is Incorrect or Incomplete:** If you examine your PHI and believe that some of the information is wrong or incomplete, you may ask us to amend your PHI. To ask us to amend your PHI, submit a written request to HIM(contact information is at the end of this Notice).

**Right to Get a List of Certain Disclosures of Your PHI:** You have the right to request a list of many of the disclosures we make of your PHI. If you would like to receive such a list, submit a written request to HIM (contact information is at the end of this Notice). We will provide the first list to you free, but we may charge you for any additional lists you request during the same year. We will tell you in advance what this list will cost.

**Right to Request Restrictions on how MIHS will use or Disclose your PHI for Treatment, Payment, or Health Care Operations:** You

have the right to ask us NOT to make uses or disclosures of your PHI to treat you, to seek payment for care, or to operate MIHS. We are not required to agree to your request, but if we do agree, we will comply with that agreement.

We are required to comply with your request to restrict your PHI to a health plan for payment or health care operations, but the full cost of the service to which the information relates must be paid by you.

If you want to request a restriction, write to the Chief Compliance Officer/Privacy Officer and describe your request in detail (contact information is at the end of this Notice).

**Right to Request Confidential Communications:** You have the right to ask us to communicate with you in a way that you feel is more confidential. For example, you can ask us not to call your home, but to communicate only through the mail. To do this, please discuss this with your health care provider, or submit a written request to the Chief Compliance/Privacy Officer (contact information is at the end of this Notice). You can also ask to speak with your health care providers in private outside the presence of other patients - just ask them!

**Right to Receive Notice of a Privacy Breach:** You have the right to be notified if we discover a breach of your PHI.

**CHANGES TO THIS NOTICE**

From time to time, we may change our practices concerning how we use or disclose your PHI, or how we will implement patient rights concerning their PHI. We reserve the right to change this Notice and to make the provisions in our new Notice effective for all PHI we maintain. If we change these practices, we will publish a revised Notice of Privacy Practices. You can get a copy of our current Notice of Privacy Practices upon request at any MIHS facility or by requesting one from the Chief Compliance Officer/ Privacy Officer (contact information is at the end of this Notice).

**DO YOU HAVE CONCERNS OR COMPLAINTS?**

Please tell us about any problems or concerns you have with your Privacy Rights or how MIHS uses or discloses your PHI. If you have a concern, please contact the Chief Compliance Officer / Privacy Officer at (602) 344-5915. If for some reason MIHS cannot resolve your concern, you may also file a complaint with the Federal Government.

U.S. Department of Health and Human Services  
Office for Civil Rights  
Centralized Case Management Operations  
200 Independence Ave., S.W.  
Suite 515F, HHH Building  
Washington, D.C. 20201  
Fax: (202) 619-3818  
TDD: (800) 537-7697  
E-mail: ocrmail@hhs.gov

We will not penalize you or retaliate against you in any way for filing a complaint with the Federal government.

**DO YOU HAVE QUESTIONS?**

MIHS is required by law to give you this Notice and to follow the terms of the Notice that is currently in effect. If you have any questions about this Notice, or have further questions about how MIHS may use and disclose your PHI, please contact the Chief Compliance Officer/ Privacy Officer.

**Address for the Chief Compliance Officer / Privacy Officer:**

Maricopa Integrated Health System (MIHS)  
c/o Health Information Management  
2601 E. Roosevelt Ave.  
Phoenix, AZ 85008  
Phone Number: (602) 344-5915

**Address for the Medical Records Department:**

Maricopa Integrated Health System (MIHS)  
c/o Health Information Management  
2601 E. Roosevelt Ave.  
Phoenix, AZ 85008  
**Phone Number:** (602) 344-5221