



ALARIS

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1.888.425.2747 | www.alarisgroup.com

**THE ALARIS GROUP, INC.®
NOTICE OF PRIVACY PRACTICES**

Effective April 10, 2009
Revised: September 25, 2013; Reviewed October 16, 2014;
Reviewed December 11, 2014
Revised April 2015
Revised March 2016
Revised July 2017

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.

I. The ALARIS Group Inc.'s DUTIES

The ALARIS Group Inc.® (“ALARIS”) respects the privacy of your health information. The ALARIS Group Inc.® keeps records of the care and advice you receive from our service providers.

ALARIS, in the interest of freely complying with federal security and privacy laws, will maintain the privacy of your health information. ALARIS will provide you with notice of its legal duties and privacy practices regarding your health information. If you are under 18 years of age or otherwise incapacitated, your parent or legal guardian will handle your privacy rights for you where appropriate. ALARIS will comply with the terms of this Notice of Privacy Practices.

II. HOW THE ALARIS GROUP USES AND DISCLOSES YOUR PROTECTED HEALTH INFORMATION:

We will use and disclose your health information outside of ALARIS for the reasons set out in this notice. We will use and disclose your health information for purposes of treatment, payment, and health care operations. We will also use and disclose to you your health information in certain instances.

TREATMENT: The following are some examples of how ALARIS will use and disclose your health information relative to treatment:

- (a) ALARIS will use your health information to assess your physical, cognitive, and nutritional condition depending on identified concerns.
- (b) ALARIS may use your health information to perform a functional assessment to determine whether you are able to bathe, groom, and care for yourself safely in your home.
- (c) ALARIS may allow your health information to be reviewed by its medical director when necessary to ensure that any assessments or recommendations administered by ALARIS are appropriate.
- (d) ALARIS will discuss the findings of its assessments with your health care provider in order to facilitate treatment considerations. For example, we will communicate with your physician or other health care providers that an assessment has been performed and indicates that you are unable to take medications as prescribed.



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- (e) We may recommend that extra healthcare providers participate in your care. These providers include, but are not limited to: home health agencies, personal care attendants, physicians, psychologists, or pharmacists. If you agree to use one of the suggested providers, we will use and disclose your health information to the provider to facilitate the seamless care of you.
- (f) We may further use or disclose your health information to your therapist regarding our assessment of your home environment to allow them to individualize your therapy to meet the requirements of your home.

PSYCHOTHERAPY: ALARIS in most cases, will not use and disclose psychotherapy notes without your permission.

PAYMENT: ALARIS will use and disclose your health information so that the services provided by ALARIS may be invoiced and paid for by you or a third-party. For example, ALARIS may describe the services it provided to you in its invoices so that ALARIS is paid for the services it provided you.

HEALTH CARE OPERATIONS: ALARIS may use your health information outside of ALARIS for its health care operations. For example, ALARIS medical director may use your health information to review and evaluate the care provided to you by our Care Managers. We may also disclose or use health information for quality improvement purposes.

FOLLOW-UP: ALARIS may contact you by phone or in person to follow up on your health care status. ALARIS may contact you to discuss treatment choices or options.

LEGAL MATTERS: ALARIS may use and disclose your health information when authorized and/or required by law.

DIRECTORY: ALARIS does not maintain a directory and will not use or disclose your health information for such a directory.

NOTIFICATION: ALARIS, in certain instances, may use your health information to notify or assist in the notification of a family member, a personal representative, or another person responsible for your care of your location, general condition or death.

PUBLIC HEALTH AUTHORITY: ALARIS, in certain instances, may disclose your health information for certain public health activities and purposes.

MARKETING AND/OR FUNDRAISING: ALARIS will not use or disclose your health information for the purpose of raising funds for its own benefit. In addition, ALARIS will not disclose your health information in exchange for direct or indirect remuneration without your prior written consent. Please note that ALARIS is not obligated to obtain your prior written consent if it sells, transfers or mergers all or part of its corporate assets.

BUSINESS ASSOCIATES: ALARIS may use and disclose your health information to its contractual business associates provided that they agree in writing to protect your health information as may be required by federal law.

III. OTHER USES AND DISCLOSURES OF HEALTH INFORMATION:

Any other uses and disclosures of health information will only be made with your written authorization. Said authorization may be revoked at any time except (1) to the extent that action has already been taken or (2) if the



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authorization was obtained as a condition of obtaining insurance coverage, other law provides the insurer with the right to contest a claim under the policy or the policy itself.

IV. YOU HAVE THE FOLLOWING RIGHTS WITH REGARD TO YOUR HEALTH INFORMATION:

- 1. Right to request restrictions as to your health information.** You have the right to ask ALARIS to limit its uses and disclosures of your protected health information to carry out treatment, payment, or health care operations. You may contact ALARIS Privacy Officer to request a restriction.
- 2. Right to restrict certain disclosures of protected health information to a health plan.** You have the right to ask ALARIS to restrict its uses and disclosures of your protected health information if you have paid out of pocket in full for the health care item or service.
- 3. Right to receive confidential communications.** You have the right to request to receive communications of protected health information from ALARIS by alternative means or an alternative location. ALARIS must abide by reasonable requests. ALARIS may limit its fulfillment of the request by asking how payment, if any, will be handled; an alternative address; or details as to any other method of contact. ALARIS cannot ask you to explain the basis of your request. Any request of this nature must be made to ALARIS Privacy Officer in writing.
- 4. Right to inspect and copy protected health information.** You have the right to request to inspect and/or copy your protected health information that is found in your designated record set for as long as your protected health information is maintained by ALARIS with some exceptions. ALARIS designated record set includes the following: any medical records and billing records maintained by ALARIS about you and any records used by ALARIS to make decisions about you. ALARIS may charge you a reasonable fee for copies of your health information. If ALARIS maintains your health information electronically, ALARIS will provide you with an electronic form of your requested health information.

In certain instances, you may have the right to appeal a denial of a request to inspect and/or copy protected health information. You may not be permitted to inspect or copy the following: psychotherapy notes; information compiled in reasonable anticipation of, or for use in, a civil, criminal, or administrative action or proceeding; and protected health information that is subject to laws that prohibit access to protected health information. Any questions regarding your right to inspect and copy information may be directed to ALARIS Privacy Officer.

- 5. Right to amend protected health information.** You have the right to request an amendment to your protected health information or a record in a designated record set for as long as the protected health information is maintained by ALARIS. Your request for amendment, however, may be denied by ALARIS in certain circumstances and within certain time limits. If ALARIS denies your request, it must provide you with a written denial and will explain your options.

Any requests for amendments must be made to ALARIS Privacy Officer, must be made in writing, and must provide a reason to support the request.

- 6. Right to receive an accounting.** You have the right to receive an accounting of some disclosures of your protected health information made by ALARIS. An accounting will not include records relating to the carrying out of treatment, payment, and health care operations among other disclosures exempted by law. ALARIS will provide an accounting within 30 days unless otherwise notified. The first accounting requested in any 12-month period shall be free; however, ALARIS will charge a fee for any subsequent request within the same 12-month period.



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ALARIS will not provide an accounting of disclosures prior to April 9, 2009. It will also not provide an accounting of any disclosures made more than six years prior to your request. All requests for accounting must be made to ALARIS Privacy Officer.

7. **Right to obtain a paper copy of this notice upon request.** You have the right to obtain a paper copy of this notice upon request even if you have agreed to receive this notice electronically.
8. **Right to be notified of a breach of your protected health information.** ALARIS may be required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and privacy practices with respect to protected health information. , ALARIS may notify you if a breach of your unsecured protected health information occurs.

V. CHANGES TO THIS NOTICE

ALARIS reserves the right to change the terms of this Notice and to make any new Notice effective for all protected health information we maintain about you. Any new Notice of Privacy Practice will be posted on our website at www.alarisgroup.com; we may also provide a copy by United States mail. The effective date of this Notice is on the first page.

VI. COMPLAINTS

You may direct any questions regarding your privacy rights to the ALARIS Privacy Officer, at 1-888-4-ALARIS or Privacy.Officer@alarisgroup.com. If you believe your privacy rights have been violated, you may file a complaint with the ALARIS Privacy Officer via telephone at 1-888-4-ALARIS, via email at Privacy.Officer@alarisgroup.com, via website at www.alarisgroup.com (click on the “privacy” link at the bottom of the page), or if ALARIS is a covered entity you may also file a complaint with the Secretary of the Department of Health and Human Services – Office for Civil Rights. You will not be penalized or retaliated against for filing a complaint.