

Lifetree Medical Services



Who is Lifetree Medical Services?

We are Board Certified Nurse Practitioners (NP) working directly in this AMFM center, and with the doctor to monitor and manage you or your loved ones' medical conditions and needs.

Lifetree Medical Services Nurse practitioners may provide:

- *Sick/urgent visits.*
- *Preventative visits.*
- *Regular visits.*
- *Wound care monitoring.*
- *Annual physical exam.*
- *Communication/education with patient and family.*
- *Communication with hospital, community agencies and your primary care doctor.*
- *Discharge visits- getting prescriptions, etc. ready for you to go home.*

Who asks the Nurse Practitioner to visit?

Any member of the team, including you or your family! Our nurse or therapy team members may have a concern, or your doctor, and may ask for a visit. The doctor will still oversee your care, but sometimes you need to be seen before the doctor can be here.

Why Lifetree Medical Services?

Studies show having nurse practitioners join the attending doctor in a facility:

- *Enhances quality care,*
- *Reduces unnecessary visits to the hospital by providing early detection and treatment of potentially serious illnesses, and*
- *Shows high level of satisfaction scores for the family, patient, and doctor.*



Lifetree Medical Services...here for you!

LIFETREE MEDICAL SERVICES 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.**

YOUR RIGHTS

Get an electronic or paper copy of your medical record

You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record

You can ask us to correct health information about you that you think is incorrect/incomplete. We may deny your request, but we'll tell you why in writing within 60 days.

Request confidential communications

You can ask us to contact you in a specific way (for example, email or phone) or to send mail to a different address. We will comply with all reasonable requests.

Ask us to limit what we use or share

You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care. If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for payment or our operations with your health insurer. We will agree unless a law requires us to share that information.

Get a list of those with whom we've shared information

You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why. We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

We will promptly provide you with a paper copy of this notice at any time, even if you have agreed to receive the notice electronically.

Choose someone to act for you

If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

You can complain if you feel we have violated your rights by contacting us. You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by

sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. We will not retaliate against you for filing a complaint.

YOUR CHOICES

You have both the right and choice to tell us to:

Share information with your family, close friends, or others involved in your care; Share information in a disaster relief situation. *If you are not able to tell us your preference, for example if you are unconscious, we may share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

We must have your written consent to:

Use your information for marketing purposes; Sell your information for any use; Share psychotherapy notes; Use information for fundraising efforts, but you can tell us not to contact you again.

OUR USES AND DISCLOSURES

We will routinely use/disclose your information for the following purposes in accordance with State/Federal law:

To treat you; To run our organization; To bill for your services; Help with public health and safety issues; Do research; Comply with the law; Respond to organ and tissue donation requests; Work with a medical examiner or funeral director; Address workers' compensation, law enforcement, and other government requests; Respond to lawsuits and legal actions

OUR RESPONSIBILITIES

We are required by law to maintain the privacy and security of your protected health information. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. We must follow the duties and privacy practices described in this notice and give you a copy of it. We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind. For more information visit the OCR website:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/notic pepp.html.

CHANGES TO THE TERMS OF THIS NOTICE

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request.

PRIVACY OFFICIAL

Vickie Powell, Practice Administrator,

Lifetree Medical Services

vpowell@amfmwv.com • (800) 348-1623 x 1024