

**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.**

**Dynacare Laboratories' Notice of Privacy Practices**

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Dynacare is required by law to maintain the privacy of health information that identifies you, called protected health information (PHI), and to provide you with notice of your legal duties and privacy practices regarding PHI. Dynacare is committed to the protection of your PHI and will make reasonable efforts to ensure the confidentiality of your PHI, as required by statute and regulation. We take this commitment seriously and will work with you to comply with your right to receive certain information under HIPAA.

**Dynacare's Use and Disclosure of PHI**

As permitted under HIPAA, the following categories explain the types of uses and disclosures of PHI that Dynacare may make. Some of the uses and disclosures described may be limited or restricted by state laws or other legal requirements, for example, the Clinical Laboratory Improvement Amendments of 1988 (CLIA). Please contact your Privacy Officer, using the contact information provided at the end of this notice, for specific information regarding your state.

- **For treatment** - Dynacare may use or disclose PHI for treatment purposes, including disclosure to physicians, nurses, medical students, pharmacies, and other health care professionals who provide you with health care services and/or are involved in the coordination of your care, such as providing your physician with your laboratory test results.
- **For payment** - Dynacare may use or disclose PHI to bill and collect payment for laboratory or genetic counseling services we provide. For example, Dynacare may provide PHI to your health plan to receive payment for the health care services provided to you.
- **For health care operations** - Dynacare may use or disclose PHI for health care operations purposes. These uses and disclosures are necessary, for example, to evaluate the quality of our laboratory testing, the accuracy of results, accreditation functions and for Dynacare's operation and management purposes. Dynacare may also disclose PHI to other health care providers or health plans that are involved in your care for their health care operations. For example, Dynacare may provide PHI to manage disease, or to coordinate health care or health benefits.
- **For appointment reminders and health-related benefits and services** - Dynacare may use and disclose PHI to contact you as a reminder that you have an appointment with us and may use and disclose PHI to tell you about health-related benefits and services that may be of interest to you. For example, Dynacare may contact you about a new patient service center in your area or about new testing services available at Dynacare.
- **To individuals involved in your care or payment for your care**- Dynacare may disclose PHI to a person who is involved in your care or helps pay for your care, such as a family member or friend. We also may notify your family about your location or general condition or disclose such information to an entity assisting in a disaster relief effort. As allowed by federal and state law, we may disclose the PHI of minors to their parents or legal guardians.

- **Business associates** - Dynacare may disclose PHI to our business associates to perform certain business functions or provide certain business services to Dynacare. For example, we may use another company to perform billing services on our behalf. All of our business associates are required to maintain the privacy and confidentiality of your PHI. In addition, including request of your health care providers or health plan, Dynacare may disclose PHI to their business associates for purposes of performing certain business functions or health care services on their behalf. For example, we may disclose PHI to a business associate of Medicare for purposes of medical necessity review and audit.
- **Disclosure for judicial and administrative proceedings**- Under certain circumstances, Dynacare may disclose your PHI in the course of a judicial or administrative proceeding, including in response to a court or administrative order, subpoena, discovery request, or other lawful process.
- **Law enforcement**- Dynacare may disclose PHI for law enforcement purposes, including reporting of certain types of wounds or physical injuries or in response to a court order, warrant, subpoena or summons, or similar process authorized by law. We may also disclose PHI when the information is needed: 1) for identification or location of a suspect, fugitive, material witness or missing person, 2) about a victim of a crime, 3) about an individual who has died, 4) in relation to criminal conduct on Dynacare premises, or 5) in emergency circumstances to report a crime, the location of the crime or victims, or the identity, description, or location of the person who committed the crime.
- **As required by law** - Dynacare must disclose your PHI if required to do so by international, federal, state, or local law.
- **Public Health** - Dynacare may disclose PHI for public health activities. These activities generally include: 1) disclosures to a public health authority to report, prevent or control disease, injury, or disability; 2) disclosures to report births and deaths, or to report child abuse or neglect; 3) disclosures to a person subject to the jurisdiction of the Food and Drug Administration ("FDA") for purposes related to the quality, safety or effectiveness of an FDA-regulated product or activity, including reporting reactions to medications or problems with products or notifying people of recalls of products they may be using; 4) disclosures to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and 5) disclosures to an employer about an employee to conduct medical surveillance in certain limited circumstances concerning workplace illness or injury.
- **Disclosure about victims of abuse, neglect, or domestic violence**- Dynacare may disclose PHI about an individual to a government authority, including social services, if we reasonably believe that an individual is a victim of abuse, neglect, or domestic violence.
- **Health oversight activities** - Dynacare may disclose PHI to a health care oversight agency for activities authorized by law such as audits, civil, administrative, or criminal investigations and

proceedings/actions, inspections, licensure/disciplinary actions, or other activities necessary for appropriate oversight of the health care system, government benefit programs, and compliance with regulatory requirements and civil rights laws.

- **Coroners, medical examiners, and funeral directors**- Dynacare may disclose PHI to a coroner, medical examiner, or funeral director for the purpose of identifying a deceased person, determining cause of death, or for performing some other duty authorized by law.
- **Personal Representative** - Dynacare may disclose PHI to your personal representative, as established under applicable law, or to an administrator, executor, or other authorized individual associated with your estate.
- **Correctional institution** - Dynacare may disclose the PHI of inmate or other individual when requested by a correctional institution or law enforcement official for health, safety, and security purposes.
- **Serious threat to health or safety** - Dynacare may disclose PHI if necessary to prevent or lessen a serious and/or imminent threat to health or safety to a person or the public or for law enforcement authorities to identify or apprehend an individual.
- **Research** - Dynacare may use and disclose PHI for research purposes. Limited data or records may be viewed by researchers to identify patients who may qualify for their research project or for other similar purposes, as long as the researchers do not remove or copy any of the PHI. Before we use or disclose PHI for any other research activity, one of the following will happen: 1) a special committee will determine that the research activity poses minimal risk to privacy and that there is an adequate plan to safeguard PHI; 2) if the PHI relates to deceased individuals, the researchers give us assurances that the PHI is necessary for the research and will be used only as part of the research; or 3) the researcher will be provided only with information that does not identify you directly.
- **Government functions**- In certain situations, Dynacare may disclose the PHI of military personnel and veterans, including Armed Forces personnel, as required by military command authorities. Additionally, we may disclose PHI to authorized officials for national security purposes, such as protecting the President of the United States, conducting intelligence, counter-intelligence, other national security activities, and when requested by foreign military authorities. Disclosure will be made only in compliance with U.S. Law.
- **Workers' compensation** - As authorized by applicable laws, Dynacare may use or disclose PHI to comply with workers' compensation or other similar programs established to provide work related injury or illness benefits

- **De-identified Information and Limited Data Set-** Dynacare may use and disclose health information that has been "de-identified" by removing certain identifiers making it unlikely that you could be identified. Dynacare also may disclose limited health information, contained in a "limited data set." The limited data set does not contain any information that can directly identify you. For example, a limited data set may include your city, county and zip code, but not your name or street address.

#### **.Other Uses and Disclosures of PHI**

For purposes not described above, Dynacare will ask for your written authorization before using or disclosing your PHI. If you sign an authorization form, you may revoke it, in writing, at any time, except to the extent that action has been taken in reliance on the authorization.

#### **Patient Rights Regarding PHI**

Subject to certain exceptions, HIPAA establishes the following patient rights with respect to PHI:

**Right to Receive a Copy of the Dynacare Notice of Privacy Practices** - You have a right to receive a copy of the Dynacare Notice of Privacy Practices at any time by contacting us at 414-805-7029 and asking for the Dynacare HIPAA Privacy Officer, or by sending a written request to: HIPAA Privacy Officer, Dynacare Laboratories, PO Box 26157, Milwaukee, WI 53226. This Notice will also be posted on the Dynacare Internet site at [www.dynacaremilwaukee.com](http://www.dynacaremilwaukee.com).

**Right to Request Limits on Uses and Disclosures of your PHI** - You have the right to request that we limit: 1) how we use and disclose your PHI for treatment, payment, and health care operations activities; or 2) our disclosure of PHI to individuals involved in your care or payment for your care. Dynacare will consider your request, but is not required to agree to it. If we agree to it, we will state the agreed restrictions in writing and will abide by them, except in emergency situations and the disclosure is for purposes of treatment.

**Right to Request Confidential Communications** - You have the right to request that Dynacare communicate with you about your PHI at an alternative address or by an alternative means. Dynacare will accommodate reasonable requests.

**Right to Receive an Accounting of Disclosures** - You have a right to receive a list of certain instances in which Dynacare disclosed your PHI. This list will not include disclosures of PHI such as those made for treatment, payment, health care operations, or disclosures made based on your written authorization submitted for genetic counseling services. Unless a shorter period of time is requested, the list will include disclosures made in the past six years, but not prior to April 14, 2003.

**Right to Correct or Update your PHI** - If you believe that your PHI contains a mistake, you may request, in writing, that Dynacare correct the information. If your request is denied, we will provide an explanation of the reasoning for our denial.

### **How to Exercise Your Rights**

To exercise any of your rights described in this notice, you must send a written request to: HIPAA Privacy Officer, Dynacare, PO Box 26157, Milwaukee, WI 53226. Patients may update insurance and/or billing information by contacting the Patient Billing Department using the phone number indicated on the patient statement.

### **How to Contact Us or File a Complaint**

If you have questions or comments regarding the Dynacare Notice of Privacy Practices, or have a complaint about our use or disclosure of your PHI or our privacy practices, please contact: 414-805-7029 and ask for the Dynacare HIPAA Privacy Officer, or send a written request to: HIPAA Privacy Officer, Dynacare Laboratories, PO Box 26157, Milwaukee, WI 53226. You also may file a complaint with the Secretary of the U.S. Department of Health and Human Services. Dynacare will not take retaliatory action against you for filing a complaint about our privacy practices.

### **Changes to the Dynacare Notice of Privacy Practices**

Dynacare reserves the right to make changes to this notice and to our privacy policies from time to time. Changes adopted will apply to any PHI we maintain about you. Dynacare is required to abide by the terms of our notice currently in effect. When changes are made, we will update this notice and post the information on the Dynacare website at [www.Dynacaremilwaukee.com](http://www.Dynacaremilwaukee.com). Please review this site periodically to ensure that you are aware of any such updates.

Effective Date of Notice: July 1, 2007

Revised: November 7, 2011