

Washington Open MRI, Inc.

Notice of Privacy Practices / Effective April 14, 2003

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.

How is patient privacy protected?

Washington Open MRI, Inc. understands that information about you and your health is personal. Because of this, we strive to maintain the confidentiality of your individually identifiable health information, also known as protected health information ("PHI"). We continuously seek to safeguard that information through administrative, physical and technical means, and otherwise abide by applicable state and federal guidelines.

How do we use and disclose health information?

We may use and disclose your PHI for the normal business activities that the law sees as falling in the categories of treatment, payment and health care operations. However, in some cases we are limited by state law from releasing certain categories of health information. An example would be mental health information.

The following are the ways in which we may use and disclose your health information, although not every use or disclosure falling within each category is listed:

Treatment

We keep a record of the treatment that is provided to you. This record may include your test results and diagnosis. We disclose this information so that doctors, nurses, other medical entities can meet your needs. For example, a physician treating you may confer with other physicians regarding your care.

Payment

We document the services and supplies you receive so that we may bill you, your insurance company or another third party for these services and supplies. We may tell your health plan about additional treatment or services that may require prior approval by your health plan. For example, we may need to give your health plan information about a service provided to you so your health plan will pay us or reimburse you for the service.

Additional uses and disclosures

We may also use and disclose your health information to:

- Comply with federal, state or local laws that require disclosure.
- Assist in public health activities such as tracking disease or medical devices.
- Inform authorities to protect victims of abuse or neglect.
- Comply with federal and state health oversight activities such as fraud investigations.
- Respond to law enforcement officials or to judicial orders, subpoenas or other process.
- Inform coroners, medical examiners and funeral directors of information necessary for them to fulfill their duties.
- Avert a serious threat to health or safety.
- Assist in specialized government functions such as national security.

- Inform a correctional institute if you are an inmate.
- Inform workers' compensation carriers or your employer if you are injured at work.
- Communicate with other providers, health plans, or their related entities for their treatment or payment activities, or health care operations activities relating to quality assessment or licensing or health care fraud and abuse detection or compliance.
- Provide information to other third parties with whom we do business, such as medical transcription services. However, you should know that in these situations, we require third parties to provide us with assurances that they will safeguard your information.
- Communicate with individuals involved with your care or payment for that care, such as family and friends, unless you notify us otherwise.
- Contact you by mail or telephone, unless we hear from you otherwise, to remind you about your appointments. When contacting you by telephone, we may leave a voicemail message to remind you of your appointment.

All other uses and disclosures not previously described may only be done with your written authorization. You may revoke your authorization; however, this will not affect prior uses and disclosures.

What are Washington Open MRI, Inc.'s responsibilities?

Washington Open MRI, Inc. is required by law to:

- Maintain the privacy of your health information.
- Provide this notice of our duties and practices.
- Abide by the terms of the notice currently in effect.

We reserve the right to change privacy practices and make the new practice effective for all the information we maintain. Revised notice will be posted in our facilities and we will offer you a copy when you receive services.

Do you have any federal rights?

This law entitles you to:

- Inspect and copy certain portions of your health information. This request must be in writing; there may be a charge for film duplication.
- Request amendment of your health information if you feel that the health information is incorrect or incomplete. However, under certain circumstances we may deny your request.
- Receive an accounting of certain disclosures of your health information made after April 14, 2003 although this excludes disclosures for treatment or payment.
- Request that we restrict how we use or disclose your health information. This request must be in writing.
- Request that we communicate with you at a specific telephone number or address, or by a specific means, for example, by telephone or by mail. This request must be in writing.

What if I have a complaint?

If you believe that your privacy has been violated, you may file a complaint with us or with the Secretary of Health and Human Services in Washington, DC. We will not retaliate or penalize you for filing a complaint with the Secretary or with us.

This notice describes Washington Open MRI, Inc.'s practices and those of any physician or other health care professional authorized by Washington Open MRI, Inc. to access and/or enter information into your medical record.