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| j0186002**Sandra’s Nursing Services L.L.C.** 21106 Tall Cedar Way Germantown, MD 20876 Office Phone: 301-212-7106 Fax: 301-212-7108 EMAIL:ROUSERN@VERIZON.NET |

**NOTICE OF CONFIDENTIALITY AND PRIVACY PRACTICES**

**Protecting Your Health Information**

Sandra’s Nursing Services, L.L.C. is committed to protecting our health information. So that we can provide treatment or get paid for your healthcare, Sandra’s Nursing Services will ask you information about your health. That information will be put into your medical record. The medical record usually contains your symptoms, examinations and test results, diagnoses and treatment. There are laws about how your health information may be used and disclosed. Sandra’s Nursing Services must follow the privacy and confidentiality practices in this notice. We may change our notice of confidentiality and privacy practices from time to time. You may ask Sandra’s Nursing Services for a copy of our latest Confidentiality and Privacy Practices Notice.

**How Sandra’s Nursing Services May Use and Disclose Your Protected Health Information**

Sandra’s Nursing Services employees will only use your health information when doing their jobs. Sandra’s Nursing Services may use or disclose your health information without written authorization for the following purposes:

**Uses and Disclosures Relating to Treatment, Payment or Health Care Operations**

**For treatment:** Sandra’s Nursing Services may use or share your health information to approve or deny treatment, and to decide if the treatment is right for you. For example, Sandra’s Nursing Services health care providers may need to talk to your regular doctor to make sure that your treatment will work with treatments you are getting already.

**For payment:** Sandra’s Nursing Services may share your healthcare information to bill for your healthcare services, to coordinate benefits, and to find out if you are eligible for service. For example, your health care provider may send in claims to get paid for the medical services you have received.

**For health care operations:** Sandra’s Nursing Services may use and share your health information to check the quality of our services. Sometimes our state or federal auditors do quality checks.

**Other Uses and Disclosures of Health Information Required or Allowed by Law**

**Required by law:** Sandra’s Nursing Services may disclose health information when the laws say we must.

**Information purposes:** Sandra’s Nursing Services may send you appointment reminders and information about treatment alternatives or other health-related benefits and services.

**Public health activities:** Sandra’s Nursing Services may use and disclose your health information for public health activities that are authorized or required by law. For example, we may need to report diseases, injuries, or vital statistics to other parts of Sandra’s Nursing Services or to other public health agencies.

**Health oversight activities:** Sandra’s Nursing Services may disclose health information to other divisions in Sandra’s Nursing Services or other agencies who provide oversight that is required or authorized by law. Examples of these oversight activities are audits, inspections, investigations, and licensure.

**Coroners, Medical Examiners, funeral directors and organ donations:** Sandra’s Nursing Services may disclose health information about a death to coroners, medical examiners or funeral directors. We may also share information with certain organizations about organ, eye, or tissue donations or transplants.

**Inspect and copy:** In general, you have the right to see your health information when you ask for it in writing. In some situations, we may deny your request. If we deny your request, we will explain why and tell you your rights, if any, to have the denial reviewed. If you want copies of your health information, we may charge you a fee for copying, depending on your circumstances.

**Request amendment:** You may ask Sandra’s Nursing Services to correct or add to your health record by writing to us. You must explain in writing why the correction or addition is necessary. Sandra’s Nursing Services may deny the request in certain circumstances. If we deny your request, we will explain why and notify you of your rights. If Sandra’s Nursing Services agrees with the changes you requested, we will change your record and let you know. We will also tell others who need to know about the change in the health information.

**Get a list of disclosures:** You have a right to ask for a list of the disclosures of your health information made over a six year period. The list will not include certain types of disclosures, including disclosures for treatment, payment, or health operations. Sandra’s Nursing Services also does not have to list disclosures that we made to you or the persons involved in your care, or that were based on your written authorization. There will be no charge for up to one of these lists each year. You may be charged a reasonable fee for any additional lists that you request.

**This Notice:** You have the right to receive a paper copy of this notice. To receive a copy, contact Sandra’s Nursing Services using the information at the end of this notice.

**Sandra’s Nursing Services Duties:**

Sandra’s Nursing Services is required by law to:

* Maintain the privacy of your health information.
* Provide you with this notice of Sandra’s Nursing Services legal duties and privacy practices with respect to your health information.
* Follow the terms of the notice that is currently in effect.

Sandra’s Nursing Services reserves the right to change the terms of this notice at any time. Any new notice will apply to all health information that Sandra’s Nursing Services maintains. You may request a copy of the most current notice using the contact information below for Sandra’s Nursing Services Privacy Officer.

**For More Information**

If you have any questions and would like more information, you may contact the Privacy Officer/DON: Sandra Rouse, RN, BSN (301) 212-7106.

**To Report a Problem about Privacy and Confidentiality Practices**

If you believe your privacy rights have been violated, you may file a written complaint.

* You can file a complaint with the Complaints Officer: Sandra Rouse, RN, BSN (301) 212-7106.
* You also can file a complaint with the Secretary of the U.S. Department of Health and Human Services, Office of Civil Rights.

**Sandra’s Nursing Services will take no retaliatory action against you if you make a complaint.**

**Effective Date:** This notice is effective on December 1st, 2015 and replaces all prior versions.

**I confirm that I have received this notice:**

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**Patient or Authorized Representative Date**

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**Print Patient Name**

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**Signature of Authorized Sandra’s Nursing Services Representative**

Sandra’s Nursing Services Privacy and Confidentiality Notice (As of 12/2015)