

# California Advanced Imaging Medical Associates (CAIMA)

## Joint Notice of Privacy Practices

### **\*Your Information \*Your Rights \*Our Responsibilities**

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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.**

This joint notice of privacy practices applies to all of the health information created or received by the physicians, healthcare workers, employees, contract staff, students, trainees, and volunteers at all California Advanced Imaging Medical Associates (CAIMA) facilities.

### **SUMMARY**

#### **Your Rights**

##### **You have the right to:**

- Get a copy of your paper or electronic medical record
- Ask to correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

#### **Your Choices**

You have some choices in the way that we use and share information, for example, in situations where we are permitted to:

- Tell family and friends about your condition
- Use information to provide disaster relief

#### **Uses and Disclosures of Your Information**

We may use and share your information as we:

- Treat you
- Run our organization
- 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

## **ADDITIONAL INFORMATION**

### **Your Rights**

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

#### **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. Ask us how to do this.
- We will provide a copy or a summary of your health information in response to a written request from you, usually within fifteen (15) days of your request (unless the records relate to an appeal regarding eligibility for a public benefit program, in which case it may take up to thirty (30) days to transmit a copy of the relevant portion of your records). We're permitted to charge you a reasonable, cost-based fee for providing the copy or summary.

#### **Ask us to correct your medical record**

- You can ask us to correct health information that you think is incorrect or incomplete. Ask us how to do this.
- We may say "no" to your request, but if we do, we'll tell you why in writing within sixty (60) days.
- If we deny your request to correct your record, you have the right to submit a written "addendum" of no more than 250 words, about any item or statement in your record that you believe is incomplete or incorrect, which must state that you want the addendum to be part of your medical record. We will attach the addendum to your records and include it whenever we disclose the item or statement you believe to be incomplete or incorrect.

#### **Request confidential communications**

- You can ask us to contact you in a specific way (for example, to call you on your home or office phone) or to send mail to a different address.
- We will say "yes" to 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 with your health insurer for the purpose of payment or our operations. We will say "yes" unless a law requires us to share that information.

- We do not sell our patients' personal information or use it for fundraising or marketing. If we ever decide that we might like to use your information for fundraising or marketing, we will contact you first to ask for your permission. We will give you clear "opt-out" choices and instructions, and we will not use your information for those purposes if you say "no." Also, you can ask us not to contact you about that again.

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

- You can ask for a list of the times we've shared your health information for six (6) years prior to the date when you ask, the names of the people or entities 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 such "accounting of disclosures" a year for free, but will charge a reasonable, cost-based fee if you ask for another one within twelve (12) months.

#### **Get a copy of this privacy notice**

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

#### **Choose someone to act for you**

- If you have given someone medical power of attorney to make health care decisions for you, or if someone is your legal guardian or conservator, that person can exercise your rights and make choices about your health information.
- We will make sure the person actually has this authority and can act for you before we take any action in response to that person's instructions.

#### **File a complaint if you feel your rights are violated**

- You can complain if you feel we have violated your rights by contacting our Privacy Officer at 504 Redwood Blvd., Suite 300, Novato, CA 94947, or by phone at 415-884-3414, or by email at [Privacy@immixmgt.com](mailto:Privacy@immixmgt.com).
- You also can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights.
- We will not retaliate against you for filing a complaint.

## **Your Choices**

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, 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 go ahead and 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.*

## Uses and Disclosures

**We typically use or share your health information in the following ways.**

- For treatment purposes, personal health information about you may be released to therapists, doctors, nurses, technicians, caseworkers and/or other individuals who are involved in the provision of your care. For example, a health care technician or physician involved in taking or interpreting medical images of you may share your personal health information with your primary care physician.
- We can use and share your health information to run our practice, improve your care, and contact you when necessary. For example, we may review your personal health information to determine if there are ways to improve the quality of care that we provide.
- We can use and share your health information to bill and get payment from health plans or other entities. For example, we may give information about you to your health insurance plan so it will pay for the services you receive from us.
- We can share health information about you for certain situations such as:
  - Preventing disease
  - Helping with product recalls
  - Reporting adverse reactions to medications
  - Reporting suspected abuse, neglect, or domestic violence
  - Preventing or reducing a serious threat to anyone's health or safety
- We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).
- We can use or share your information for health research.
- We will share information about you if state or federal laws require it, which includes sharing it with the federal Department of Health and Human Services if it wants to see that we're complying with federal privacy law.
- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
- We can use or share health information about you:
  - For workers' compensation claims
  - For law enforcement purposes or with a law enforcement official
  - With health oversight agencies for activities authorized by law
  - For special government functions such as military, national security, and presidential protective services
- We can share health information about you in response to a court or administrative order, or in response to a subpoena.

## 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, see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.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, in our office, and on our website ([www.cairad.com](http://www.cairad.com)).

## This Notice of Privacy Practices applies to the following organizations:

- All facilities, departments and units of CAIMA in California, all healthcare professionals authorized to enter information into your CAIMA medical records at those locations, and all CAIMA California employees, contractors, and volunteers, including CAIMA California facilities managed by CAIMA's wholly owned management company, IMMIX LLC; the following is a list of CAIMA locations in California:

Besh, Basil R., MD, Inc.

California Advanced Imaging at Atherton

California Pacific Advanced Imaging

California Pacific Medical Center (CPMC) Davies Campus

California Pacific Orthopaedics and Sports Medicine

Campus Diagnostics

Campus Diagnostic Imaging

CPMC California Campus

CPMC Pacific Campus

CPMC St. Luke's Campus

Kentfield Rehabilitation & Specialty Hospital

Leary, Scott P., MD, Inc.

Marin Advanced Imaging Center

Marin Breast Imaging Center

Marin General Hospital

Marin Outpatient Imaging Center

Mendocino Orthopedic Medical Clinic

Mills Peninsula Health Center

Mills Peninsula Medical Center

Mills Peninsula Women's Center

Mt. Tam Orthopedics

Murphy, Paul C., MD, Inc.

National Orthopedic Imaging Associates  
Novato Community Hospital  
Open MRI of Fremont  
Open MRI of San Ramon  
Oracle Imaging-San Pedro  
Orthopaedic Sports Specialists Medical Group  
Pacific Neurology & Spine Medical Group, Inc.  
Post Street Occupational Medicine  
Precision SurgiCenter  
Purcell, Ian, MD  
San Francisco Neurointerventional  
San Francisco State University  
San Mateo Medical Center  
Sequoia Hospital Breast and Diagnostic Center  
Sequoia Hospital Radiology  
Seton Breast Center  
Seton Coastside  
Seton Medical Center  
Seton Neuroskeletal Imaging  
SFOMG  
SMI Imaging of San Diego  
S·O·A·R· Spine/Sports  
Sonoma Valley Hospital  
Spectrum MRI  
The Physiatry Medical Group  
Ting, Arthur, MD, Inc.  
Valletta, Damion, DO, Professional Corporation  
Whipple Radiology

- The Privacy Officer for CAIMA and IMMIX LLC is Mary Anne Westerfield. She can be reached at 415-884-3414, or [privacy@immixmgt.com](mailto:privacy@immixmgt.com).

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