

Notice of Privacy Practices

Your Information. Your Rights. Our Responsibilities.

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	
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	<ul style="list-style-type: none"> 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, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
Ask us to correct your medical record	<ul style="list-style-type: none"> You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this. We may say “no” to your request, but we’ll tell you why in writing within 60 days.
Request confidential communications	<ul style="list-style-type: none"> You can ask us to contact you in a specific way (for example, 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	<ul style="list-style-type: none"> You can ask us not to use or share certain health information for treatment, payment or our operations. <ul style="list-style-type: none"> 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 the purpose of payment or our operations with your health insurer. <ul style="list-style-type: none"> We will say “yes” unless a law requires us to share that information.
Get a list of those with whom we’ve shared information	<ul style="list-style-type: none"> You can ask for a list 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> You can complain if you feel we have violated your rights by contacting us using the information on the last page. 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.

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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:	<ul style="list-style-type: none"> • Share information with your family, close friends, or others involved in your care • Share information in a disaster relief situation • Include your information in a hospital directory <p>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 and safety.</p>
In these cases we never share your information unless you give us written permission:	<ul style="list-style-type: none"> • Marketing purposes • Sale of your information • Most sharing of psychotherapy notes
In the case of fundraising	<ul style="list-style-type: none"> • We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures	
How else can we use or share your health information? 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 .	
Help with public health and safety issues	<ul style="list-style-type: none"> • We can share health information about you for certain situations such as: <ul style="list-style-type: none"> • 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
Do research	<ul style="list-style-type: none"> • We can use or share your information for health research.
Comply with the law	<ul style="list-style-type: none"> • We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see we’re complying with federal privacy law.
Respond to organ and tissue donation requests	<ul style="list-style-type: none"> • We can share health information about you with organ procurement organizations.
Work with a medical examiner or funeral director	<ul style="list-style-type: none"> • We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

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Our Uses and Disclosures - Continued	
Address workers' compensation, law enforcement, and other government requests	<ul style="list-style-type: none"> • We can use or share health information about you: <ul style="list-style-type: none"> • 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
Respond to lawsuits and legal actions	<ul style="list-style-type: none"> • We can share health information about you in response to a court or administrative order, or in response to a subpoena.
Business Agreements or Arrangements	<p>In order to provide you with optimum patient care, offer lab services on-site, and facilitate benefit investigations, prior authorizations, and if needed patient assistance for prescriptions we have Business Agreement or Arrangements with the following:</p> <p>LabCorp: We use LabCorp for our standard in-house laboratory services. Your health information is exchanged with them to complete the tests ordered by your provider and for LabCorp to process claims with your insurance.</p> <p>AVISE Objective Testing/Exagen Diagnostics: We use AVISE for some specialty laboratory services. Your health information is exchanged with them to complete the tests ordered by your provider and for Avise to process claims with your insurance.</p> <p>VectraDA / Crescendo Bioscience, Inc.: We use VectraDA for some specialty laboratory services. Your health information is exchanged with them to complete the tests ordered by your provider and for VectraDA to process claims with your insurance.</p> <p>Senderra Rx: Senderra Rx is a specialty pharmacy. The provider may send new prescriptions or refill requests requiring a prior authorization to Senderra Rx. They are experienced in Rheumatology specialty prescriptions and are up to date with the pharmaceutical company's co-pay assistance and patient assistance programs. They will perform a benefits investigation and if needed obtain a prior authorization for you from your insurance company. They will contact you to review the details of your insurance along with options for filling your prescription through their mail service, or if your insurance requires you to use a different specialty pharmacy OR if you prefer to use a different pharmacy, they will transfer the prescription for you.</p> <p>Pharmaceutical Company's: We work with many of the pharmaceutical companies to obtain co-pay assistance, patient assistance, samples, and patient education materials. They also assist with benefits investigations, prior authorizations, and insurance appeals. We may use the individual pharmaceutical company's programs to assist in getting your medication approved with your insurance.</p>

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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 make it available to you or provide 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/hippa/understanding/consumers/noticepp.html.com

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 web site.

This Notice of Privacy Practices applies to the following organizations:

LabCorp Privacy Office
531 South Spring Street
Burlington, NC 27215
(877) 234-4722 Phone
privacyofficer@labcorp.com
<https://www.labcorp.com/wps/portal/patient/contactus>

AVISE Objective Testing/Exagen Diagnostics
Privacy Officer
1261 Liberty Way, Suite C
Vista, CA 92081
(888)452-1522
<http://www.exagen.com/home/privacy-policy/>

VectraDA / Crescendo Bioscience, Inc.
Attn: Privacy Officer
341 Oyster Point Boulevard
South San Francisco, CA 94080
(877-743-8639) or (650) 351-1354
<https://www.crescendobio.com/privacy-policy/>

Senderra Rx
1301 East Arapaho Road, Suite 101
Richardson, TX 75081
(888)-777-5547
pharmacy@senderrax.com
www.senderrax.com

Reference: <http://www.hhs.gov/hipaa/for-professionals/privacy/guidance/model-notices-privacy-practices>