



NOTICE OF PRIVACY PRACTICES

Your Information. Your Choices. Your Rights. Our Responsibilities.

This notice explains how we use and share your health information and how you can access it. Please read it carefully!

How We Use Your Health Information

We use and share your health information in different ways. Here's how:

- **To Treat You:** We share your health information with doctors, nurses, and other professionals who help take care of you.
- **To Run Our Organization:** We use your information to improve our services and contact you when needed.
- **To Bill for Services:** We use your information to send bills and receive payment from your health plan or other organizations.
- **For Public Health & Safety:** We share information to prevent disease, help with product recalls, report medicine side effects, report abuse, and prevent threats to health and safety.
- **For Research:** We may use your information for health studies.
- **To Follow the Law:** If state or federal law requires it, we must share your information, including with the Department of Health and Human Services to ensure we follow privacy laws.
- **For Organ Donation:** We may share your health information with organ donation groups.
- **For Funerals:** If needed, we may share information with a medical examiner or funeral director when someone passes away.
- **For Legal & Government Requests:** We may share information for workers' compensation claims, law enforcement, military, national security, and presidential security needs.
- **For Legal Matters:** We may share your information in court cases or if required by law.

We **will not** share your health information to investigate or punish anyone for getting lawful reproductive health care.

Your Choices

In some situations, you can decide what health information we share. If you have a clear preference, tell us. We will follow your instructions.

You can tell us to:

- Share your health information with family, friends, or others who help with your care.
- Share information in emergencies or disasters.
- Include your name in our directory.
- Contact you for fundraising.

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We will never share your information unless you give us written permission for:

- Marketing purposes.
- Selling your information.

Fundraising: We may contact you for donations, but you can ask us to stop.

Your Rights

You have rights when it comes to your health information. Here's what you can do:

- **See Your Records:** You can request a copy of your health records, review your information, and take notes or photographs of it. We will give you a copy or summary within 15 days. There may be a small fee for paper records but electronic records will be free.
 - **Ask for Corrections:** If you think your health records are wrong, you can ask us to fix them. You must provide a reason for the changes.
 - **Ask for Private Contact:** You can request that we contact you in a specific way (like calling your cell phone instead of your home phone).
 - **See Who Has Your Information:** You can ask for a list of who we have shared your health information with, except for routine uses like billing and treatment.
 - **Limit What We Share:** You can ask us **not** to share certain health information. We may not be able to agree if it affects your care.
 - **Get a Copy of This Notice:** You can ask for a paper copy of this privacy notice at any time.
 - **Pick Someone to Act for You:** If you have a legal guardian or someone with medical power of attorney, they can make choices about your health information.
 - **File a Complaint:** If you think your privacy rights have been violated, you can file a complaint with us by contacting our Compliance Officer at 724-222-6955, or you can file with the U.S. Department of Health and Human Services. We will not punish you for filing a complaint.
 - **Cancel a Permission:** If you gave us permission to share your health information, you can change your mind at any time by telling us in writing.
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Our Responsibilities

We are required by law to:

- Keep your health information safe and private.
- Inform you quickly if your privacy is compromised.
- Follow the privacy rules in this notice and give you a copy.
- Only use or share your information as described in this notice unless you give us written permission. You can change your mind at any time.
- Update this notice when needed. The newest version will be available in our office and on our website.

Questions? If you have questions about your privacy rights, contact our Compliance Officer at 724-222-6955 or visit us online at www.archumanservices.org or at our office at 111 West Pike Street, Canonsburg, PA 15317.

Last Updated: January 1, 2025