

EPIONE HEALING
NOTICE OF PRIVACY PRACTICES

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.

Our pledge to protect your privacy

Epione is required by law to maintain the privacy and security of your protected health information. Your care and treatment is recorded in a medical record. So that we can best meet your medical needs, we may share your medical record with the providers involved in your care. We share your information only to the extent necessary to collect payment for the services we provide, to conduct our business operations, and to comply with the laws that govern health care. We will not use or disclose your information for any other purpose 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. We will also let you know promptly if a breach occurs that may have compromised the privacy or security of your information.

Patient's 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. To exercise any of your rights, please contact our office directly either by phone or mail at the contact information at the end of this Notice. You will not be retaliated against for filing a complaint.

As a patient, you have the right to:

- request to inspect and obtain a copy of your electronic or paper medical records and other health information we have about you
- request to add an addendum to or correct your medical record;
- request an accounting of Epione's disclosures of your medical information;
- request restrictions on certain uses or disclosures of your medical information;
- request that we communicate with you in a certain way or at a certain location (for example, home or office phone) or to send mail to a different address.
- file a complaint if you feel your rights are violated¹
- obtain a copy of this privacy notice at any time

We may use and disclose medical information about you for the following purposes:

- to provide you with medical treatment and services;

¹ You can also 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/

- to bill and receive payment for the treatment and services you receive;
- for functions necessary to run Epione Healing and assure that our patients receive quality care;
- and as required or permitted by law.

There are additional situations where we may disclose medical information about you without your authorization, such as:

- for workers' compensation or similar programs;
- for public health activities (e.g., reporting abuse or reactions to medications);
- to a health oversight agency, such as the Washington Department of Health;
- in response to a court or administrative order, subpoena, warrant or similar process;
- to law enforcement officials in certain limited circumstances;

Our Notice may be revised or updated from time to time, and the changes will apply to all information we have about you. The new notice will be available upon request.

How to contact Epione Healing to file a complaint or exercise any of your other rights under this Notice. Please contact us directly by phone during hours of operation or by mail.

By phone: (425)-457-6532

By Mail:

Epione Healing d/b/a Virtus Sport and Extremity
Attn: Dr. Molly Sparks
126th Central Way
Kirkland, WA 98033

For further information about our Notice of Privacy Practices, please contact Epione's Privacy Officer at: (206)-960-3448.