



Privacy Policy

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.

Obligations of Meritan

Meritan, Inc. will follow the privacy practices that are described in this notice while it is in effect. This notice takes effect August 1, 2013. This notice will remain in effect until it is revised or replaced.

Meritan is required to:

- maintain the privacy of protected health information;
- provide you with this notice of its legal duties and privacy practices with respect to your health information;
- abide by the terms of this notice or the notice currently in effect;
- comply with requirements regarding your patient rights as specified herein; and
- obtain your written authorization to use or disclose your health information for reasons other than those listed above and permitted under law.

Meritan reserves the right to change its privacy practices and the terms of this notice at any time, as long as the law allows it. Meritan reserves the right to make these changes effective for all health information that it maintains, including health information it created or received before the changes were made. Before Meritan makes a significant change in its privacy practices, it will revise this notice and send the new notice to you at the time of the revision. You may request a copy of Meritan's Notice of Privacy Practices at any time.



Use or Discloses of Medical Information

Treatment

Meritan may use and disclose your health information for treatment or provide it to a physician or other health care provider so they can treat you.

Payment

Meritan may use and disclose your health information for payment purposes. For example, your health information may be used or disclosed:

- to determine your eligibility for benefits;
- for billing, claims management and collections activity; and
- to obtain payment under a contract for reinsurance.

Meritan may disclose your health information to a health plan, dental care clearinghouse, or another health care provider also bound by the federal privacy rules so they can obtain payment or engage in payment activities.

Health Care Operations

Meritan may use and disclose medical information about you for operational purposes. For example, your medical information may be used or disclosed for:

- to conduct quality assessment and improvement activities;
- underwriting, premium rating, and other activities related to creation, renewal or replacement of a contract of health insurance or health benefits, and securing or placing a contract for reinsurance or assessing risk relating to claims for health care;
- conducting or arranging for health review, legal services, and auditing functions;
- business planning and conducting cost management and planning related analysis; and
- business management and general administrative activities.

Appointments

Meritan may use your health information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the patient.



Treatment Alternatives

We may use and disclose Personal Health Information to tell you about or to recommend possible treatment options or alternatives that may be of interest to you.

Health-Related Benefits and Services

We may use and disclose Personal Health Information to tell you about health-related benefits and services that may be of interest to you.

Plan Sponsor

Meritan may disclose your health information to your Plan Sponsor. Please see your group health plan document for a full explanation of the uses and disclosures that your Plan Sponsor may make with your health information in providing plan administration.

Authorization

You may give Meritan written authorization to use your health information or to disclose it to anyone for any purpose. You may revoke your authorization in writing at any time. Unless you give Meritan a written authorization, it will not use or disclose your health information for any reason except those allowed by law and/or described in this notice.

Required by Law

Meritan may use and disclose health information about you as required by law. For example, Meritan may disclose information for the following purposes:

- for judicial and administrative proceedings pursuant to legal authority;
- to report information related to victims of abuse, neglect or domestic violence; and
- to assist law enforcement officials in their law enforcement duties.

Public Health

Your health information may be used or disclosed for public health activity such as assisting public health authorities or other legal authorities to prevent or control disease, injury, or disability, or for other health oversight activities.

Health and Safety

Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.



Government Functions

Your health information may be disclosed for specialized government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your health information.

Workers Compensation

Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation.

Decedents

Health information may be disclosed to family members and others who were involved in the care or payment for care of the decedent prior to death, unless doing so would be inconsistent with the individual's prior expressed preference, which is known to us. Health information may also be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Organ Tissue Donation

Your health information may be used or disclosed for cadaveric organ, eye or tissue donation purposes.

Research

We may use your health information for research purposes when an institutional review board or privacy board has reviewed the research proposal and established protocols to ensure the privacy of your health information has approved the research.

Communication to Patients Involved in Your Care

Your medical information may be used or disclosed by us to notify or communicate to your family members or other persons involved in your care. Unless you object and inform us of your objection, your medical information may be released to a family member, close personal friend or other person who is involved in your care to the extent necessary for such persons to participate in your care. Please contact us using the contact information at the end of this notice if you want uses and disclosures regarding medical information to patients involved in your care to be limited in any way.



Your Patient Rights

Access

You have the right to inspect or obtain copies of your health information, with some exceptions. To obtain a copy of your health information, you must make a request in writing using the contact address at the end of this notice. If you request copies, you may be charged a reasonable fee, including the cost of copying and postage.

Accounting

You have the right to receive an accounting in which Meritan or its business associates used or disclosed your health information for purposes other than treatment, payment, health care operations, as authorized by you, or for certain other activities, on or after August 1, 2013. To obtain a copy of an accounting, you must make a request in writing using the contact address at the end of this notice.

Amendments

You have the right to request Meritan to amend your health information. Your request must be in writing and it must explain why Meritan should amend the information. Meritan may deny your request if it did not create the information you want amended or Meritan may deny your request for other reasons. If Meritan denies your request, we will send you a written explanation. You may respond with a statement of disagreement that Meritan will add to the information you want amended. To request an amendment, you must make a written request using the contact address at the end of this notice.

Confidential Communications

You have the right to request that Meritan communicate with you about your health information by other means or to other locations. You must make your request in writing using the contact address at the end of this notice. You also must state that the information could endanger you if Meritan does not communicate to you in confidence as you request. Meritan must accommodate your request if it is reasonable.

Restrictions

You have the right to request that Meritan place additional restrictions on our use or disclosure of your health information. Meritan may not be required to agree to those additional restrictions

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in all cases, but if it does, we will abide by our agreement except in emergency situations. To request restrictions, you must make a request in writing using the contact address at the end of this notice. Any agreement to additional restrictions must be in writing signed by a person authorized to make such an agreement for Meritan.

Notification of Breach

You will be notified of any breaches of your unsecured PHI.

Psychotherapy Notes, Marketing, and Sale of PHI

Most uses and disclosures of psychotherapy notes, uses and disclosures of PHI for marketing purposes, and disclosures that constitute a sale of PHI require your authorization.

Fundraising

You have the right to opt out of any fundraising we conduct, including any fundraising communications.

Paper Copy of this Notice

You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice electronically. At least once every three (3) years, we will notify all individuals covered by our plan of the availability our Notice of Privacy Practices and how to obtain the notice.

All Other Uses and Disclosures

All other uses and disclosures not described herein will be made only with your authorization.

Questions and Complaints

If you want more information about Meritan's privacy practices or have questions or concerns, please contact Meritan using the information below. If you think that Meritan may have violated your privacy rights or you disagree with a decision Meritan made about your privacy rights, you may file a complaint with Meritan using the contact information listed below. You may also submit a written complaint to the U.S. Department of Health and Human Services. Meritan supports your right to the privacy of your health information. Meritan will not retaliate in any way if you choose to file a complaint.

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Contact Information

Asia Diggs

Corporate Attorney, HR and Compliance Director

345 Adams Ave.
Memphis, TN 38103

Kyle Eaton

Quality Improvement Officer

345 Adams Ave.
Memphis, TN 38103

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