What are your rights regarding your health information?

- **Requesting restrictions on use and disclosure** ~ You have the right to request that we restrict the use and disclosure of your health information for treatment, payment or health care operations, or for purposes that require your oral approval or objection as previously noted. We are not required to agree to a requested restriction.

- **Restricting certain disclosures of your health information to a health plan when you paid out of pocket in full for the health service or item.**

- **Receiving confidential communications related to your health information** ~ You have the right to specify other ways or locations you receive confidential communications from Excela Health about your health information.

- **Accessing and copying your health information** ~ In most cases, you have the right to review or get a copy of your health information maintained by Excela Health. In a few instances, we can deny access. If we deny access, we will inform you in writing. If you request a copy of your health information, we may charge a fee for the cost of copying and mailing this information to you.

- **Requesting corrections in your health information** ~ You may ask that we amend any of your health information if you believe it to be incorrect or incomplete. You must give us the reason why you are asking for the change. We may deny your request if the information was not created by Excela Health, is not part of your medical record maintained by Excela Health, or if we find that the information is accurate and complete. If we deny your request, we will inform you in writing. You have the right to respond to us if you do not agree with the denial.

Effective date: February 1, 2003 for LH; April 1, 2003 for FH and WH

EXC 9500-009 (Revised 08/2021)
Notice of Privacy Practices

What are our duties with respect to this notice and your health information?

We are required to follow the privacy practices described in this notice as of the effective date. We have the right to change our notice and apply any new privacy practices to any of your health information that we maintain. We will make the revised notice available on its effective date. You may receive a revised notice by requesting one during your visit.

CLINICALCONNECT HEALTH INFORMATION EXCHANGE STANDARD

Update Effective: February 1, 2016

Excela Health ("Provider") participates in the ClinicalConnect Health Information Exchange (HIE). Generally, a HIE is an organization that providers, payers, and providers of ancillary healthcare related services participate in (each a "Participant") to exchange patient information in order to facilitate health care, avoid duplication of services (such as tests) and to reduce the likelihood that medical errors will occur. By participating in the HIE, Excela Health may share your health information with Participants or participants of other health information exchanges, by example P3N (Pennsylvania Patient & Provider Network) and Healtheway (a national network that allows providers to exchange information). This health information includes, but is not limited to:

• Test Results. By example, General laboratory tests, Pathology tests, Radiology tests, GI tests, cardiac tests, neurological tests, etc.
• Health Maintenance documentation
• Problem lists
• Allergy Information
• Immunizations
• Medication lists
• Consultation and Progress notes
• Discharge summaries and instructions
• Clinical Claims Informations

Auxiliary healthcare related service providers may include, but are not limited to:

• Organ Procurement
• Diagnostic Testing
• Pharmacies
• Durable medical Equipment Suppliers
• Home Health Services

All Participants have agreed to a set of standards relating to their use and disclosure of health information available through the HIE. These standards are intended to comply with all applicable state and federal laws.

As a result, you understand and agree that unless you notify your Provider that you do not wish for your health information to be available through the HIE ("Opt-Out")

• Health information that results from any Participant providing services to you will be made available through the HIE. For clarity, if you Opt-Out, your health information will no longer be accessible through the HIE. However, your opt-out does not affect health information that was disclosed through the HIE prior to the time that you opted out;
• Regardless of whether you choose to opt-out of the HIE, your health information will still be provided to the HIE. However, if you choose to Opt-Out, the HIE will not exchange your health information with other providers and payers. Additionally, you cannot choose to have only certain providers or payers access your health information;
• All Participants who provide services to you will have the ability to access and download your information. However, Participants that do not provide services to you will not have the ability to access or download your information;
• Information available through the HIE may be provided to others as necessary for referral, consultation, treatment and/or the provision of other treatment-related healthcare services to you. This includes providers, payers, pharmacies, laboratories, etc.;
• Your information may be disclosed for payment related activities associated with your treatment by a Participant and your information may be used for healthcare operations related activities by Participants.

You may Opt-Out at any time by notifying Excela Health.

A list of Participants may be found at www.clinicalconnecthie.com

How can you contact us or complain about our privacy practices?

If you want to make a written request regarding your protected health information, or think we may have violated your privacy rights and want to file a complaint, please contact the Excela Health Customer Service Department at:

Excela Health Customer Service
532 West Pittsburgh Street
Greensburg, PA 15601
Phone: 724-830-8566

You have the right to send a written complaint to the United States Department of Health and Human Services Office for Civil Rights. We will not take retaliatory action against you if you file a complaint about our privacy practices.