

SET INC. PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT INDIVIDUALS MAY BE USED AND DISCLOSED AND HOW INDIVIDUALS CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

SET Inc. uses health information about individuals to obtain payment for treatment and for administrative purposes. An individual's health information is contained in a payment record that is the physical property of SET Inc.

How SET Inc. May Use or Disclose an Individual's Health Information

For Payment. SET Inc. may use and disclose health information to others for purposes of receiving payment for treatment and services that an individual receives. For example, a claim may be sent to a person or an insurance company or health plan. The information on the claim may contain information that identifies the individual, the diagnosis, and treatment or supplies used in the course of treatment.

For Health Care Operations. SET Inc. may use and disclose health information about an individual for operational purposes. For example, your health information may be disclosed to quality improvement personnel, and others to:

- evaluate the performance of our staff;
- learn how to improve our services; and
- determine how to continually improve the quality and effectiveness of the services we provide.

Group Health Plans. A group health plan, health insurance issuer, or HMO with respect to a group health plan may disclose health information to the sponsor of the plan.

Required by law. SET Inc. may use and disclose information about an individual as required by law. For example, SET Inc. may disclose information for the following purposes:

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

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

Decedents. Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Organ/Tissue Donation. Health information may be used or disclosed for cadaveric organ, eye or tissue donation purposes.

Health and Safety. Health information may be disclosed to avert a serious threat to the health or safety of an individual or any other person pursuant to applicable law.

Government Functions. Health information may be disclosed for specialized government functions such as protection of public officials or reporting to various branches of the armed services.

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

Other uses. Other uses and disclosures will be made only with an individual's written authorization, which the individual may revoke except to the extent SET Inc. has taken action in reliance on such.

Health Information Rights

Individuals have the right to:

1. request a restriction on certain uses and disclosures of his/her information as provided by 45 C.F.R. §164.522; however, SET Inc. is not required to agree to a requested restriction;
2. obtain a paper copy of the notice of information practices upon request;
3. inspect and obtain a copy of his/her health record as provided for in 45 C.F.R. §164.524;
4. request that his/her health record be amended as provided in 45 C.F.R. §164.526;
5. request communications of his/her health information by alternative means or at alternative locations; and
6. receive an accounting of disclosures made of his/her health information as provided by 45 C.F.R. §164.528.

Complaints

Individuals may complain to SET Inc. and to the Department of Health and Human Services if the person believes his/her privacy rights have been violated. The individual will not be retaliated against for filing a complaint.

Obligations of SET Inc.

SET Inc. will:

1. maintain the privacy of protected health information;
2. abide by the terms of this notice;
3. notify the individual if we are unable to agree to a requested restriction on how his/her information is used or disclosed;
4. accommodate reasonable requests an individual may make to communicate health information by alternative means or at alternative locations; and
5. SET Inc. reserves the right to change its information practices and to make the new provisions effective for all protected health information it maintains.

Contact Information

If you have any questions or complaints, please contact:

SET Inc.
HIPAA Privacy Office
415 W. Kalamazoo St.
Lansing, MI 48933-2079