

NOTICES OF PRIVACY PRACTICES

The Board is committed to maintaining and protecting the confidentiality of the Individual's PHI. This notice of privacy practices applies to the entire Board as the Covered Entity. Federal and state law, including HIPAA, requires the Board to protect the Individual's PHI and other personal information. The Board is required to provide the Individual with this notice of privacy practices about the Board's policies, safeguards, and practices. When the Board uses and discloses an Individual's PHI, the Board is bound by the terms of this notice of Privacy Practices, or the revised notice of Privacy Practices, as applicable.

A. Legal Obligations.

The Board's obligations by law are to maintain the privacy of PHI (with certain exceptions), give the Individual this notice of the Board's legal duties and privacy practices regarding health information about the Individual; and follow the terms of the Board's notice of privacy practice that is currently in effect.

B. How the Board may use and disclose PHI.

The following describes the ways the Board may use and disclose PHI. Except for purposes described below, the Board will use and disclose PHI only with the Individual's written authorization. The Individual may revoke such permission at any time by writing to the Board's Privacy Officer.

1. For Treatment. The Board may use and disclose PHI for the Individual's treatment and to provide the Individual with treatment-related health care services. This shall include any Board disclosures of PHI to doctors, nurses, technicians, or other personnel, including people outside the Board, who are involved in the Individual's medical care and need information to provide the Individual with medical care.

2. For Payment. The Board may use and disclose PHI so that the Board or others may bill and receive payment from the Individual, an insurance company, or a third party for the treatment and services the Individual received. This shall include any disclosures the Board must make concerning treatment of an Individual to coordinate or facilitate its health insurance coverage and whether the Board or an insurance company will cover the treatment for the Individual.

3. For Health Care Operations. The Board may use and disclose PHI for health care operations purposes. These uses and disclosures are necessary to make sure that all Individuals receive the treatment that they need and to operate and manage the Board's offices. This may include sharing information with other EMTs, supervisors, health care plan employees, and other personnel for quality assurance and educational purposes. The Board may also share information with other entities that have a relationship with the Individual, such as any insurance

providers and anyone other than the Individual who pays for the Individual's services, for the Individual's Health Care Operation activities.

4. Health Related Benefits and Services. The Board may use and disclose PHI to tell an Individual about treatment alternatives or health-related benefits and services that may be of interest to the Individual.

5. Third Parties Involved in an Individual's Care or Payment for the Individual's Care. When appropriate, the Board may share PHI with a person who is involved in the Individual's medical care or payment for the Individual's care, such as a family member or close friend. The Board may also notify the Individual's family about the Individual's location or general condition or disclose such information to an entity assisting in disaster relief efforts.

6. As Required by Law. The Board will disclose PHI when required to do so by international, federal, state or local law.

7. To Avert a Serious Threat to Health or Safety. The Board may use and disclose PHI when necessary to prevent serious threat to the Individual's health and safety or the health and safety of others. Disclosures, however, pursuant to this section, will be made only to someone who may be able to help prevent or respond to the threat, such as law enforcement or a potential victim.

8. Business Associates. The Board may disclose PHI to the Board's Business Associates that perform functions on the Board's behalf or provide the Board with services if the information is necessary for such functions or services. All of the Board's Business Associates are obligated to protect the privacy of the Individual's information and are not allowed to use or disclose any information other than as specified in agreement with the Business Associate.

9. Military and Veterans. If the Individual is a member of the armed forces, the Board may release PHI as required by military command authorities.

10. Workers' Compensation. The Board may release PHI for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

11. Public Health Risks. The Board may disclose PHI for public health risks or certain occurrences. These risks and occurrences generally include disclosures to prevent or control disease, injury or disability; report births and deaths; report child, elder or dependent adult abuse or neglect; notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and notify the appropriate government authority if the Board has reason to suspect abuse, neglect, or domestic violence.

12. Health Oversight Activities. The Board may disclose PHI to health oversight agencies as authorized by law. Such disclosures can include, but are not limited to, audits, investigations, inspections, and licensure activities that are necessary for the government to monitor the health care system, government programs, and compliance with the Civil Rights Act.

13. Data Breach Notification Purposes. The Board may use or disclose the Individual's PHI to provide legally required notices of unauthorized access to or disclosure of PHI.

14. Lawsuits and Disputes. If the Individual is involved in a lawsuit or dispute, the Board may disclose PHI in response to a court or administrative order. The Board may also disclose PHI in response to a subpoena, discovery request, or other lawful request by someone else involved in the dispute, but only if efforts have been made to tell the Individual about the request or to allow the Individual to obtain an order protecting the information requested.

15. Law Enforcement. The Board may release PHI if asked by a law enforcement official if the information is: (a) in response to a court order, subpoena, warrant, summons or similar process; (b) limited information to identify or locate a suspect, fugitive, material witness, or missing person; (c) about the victim of a crime even if, under certain very limited circumstances, the Board is unable to obtain the Individual's agreement; (d) about a death the Board believes may be the result of criminal conduct; (e) about criminal conduct on the Board's premises; and (f) in an emergency to report a crime, the location of the crime or victims, or the identity, description or location of the person who committed the crime.

16. National Security and Intelligence Activities. The Board may release PHI to authorized federal officials for intelligence, counter-intelligence, and other national security activities authorized by law.

17. Protective Services for the President and Others. The Board may disclose PHI to authorize federal officials so they may provide protection to the President, other authorized persons or foreign heads of state, or to conduct special investigations.

18. Inmates or Individuals in Custody. If the Individual is an inmate of a correctional institution or under the custody of a law enforcement official, the Board may release PHI to the correctional institution or law enforcement official. This release would be necessary: (1) for the institution to provide the Individual with health care; (2) to protect the Individual's health and safety or the health and safety of others; or (3) the safety and security of the correctional institution.

C. Uses and Disclosures that Require the Board to Give the Individual an Opportunity to Object or Opt Out.

1. Third Parties Involved in Individual's Care or Payment for Individual's Care. Unless the Individual objects, the Board may disclose to a member of the Individual's family, a relative or a close friend or any other person the Individual identifies, the Individual's PHI that directly relates to that third party's involvement in the Individual's health care. If the Individual is unable to agree or object to such disclosure, the Board may disclose such information as necessary if the Board determines that it is in the Individual's best interest based on the Board's professional judgment.

2. Disaster Relief. The Board may disclose the Individual's PHI to disaster relief organizations that seek the Individual's PHI to coordinate the Individual's care, or notify family and friends of the Individual's location or condition in a disaster. The Board will provide the Individual with an opportunity to agree or object to such a disclosure whenever the Board practically can do so.

D. Uses and Disclosures that Require the Individual's Written Authorization

1. Uses and disclosures of PHI for marketing purposes;

2. Disclosures that constitute a sale of the Individual's PHI; and

3. Other uses and disclosures of PHI. Any other use or disclosure not specifically covered by this notice of privacy practices, the laws that apply to the Board, or provided for within this HIPAA Policy will be made only with the Individual's written authorization. If the Individual gives authorization, the Individual may revoke it at any time by submitting a written revocation to the Board's Privacy and Security Officer and the Board will no longer disclose PHI under the authorization. Any disclosures that the Board made in reliance on an Individual's authorization before the Individual revoked it will not be affected by the revocation.

E. Individual's Rights regarding PHI

1. Right to Inspect and Copy. The Plan Member has a right to inspect and copy PHI that may be used to make decisions about the Plan Member's care or payment for the Plan Member's care. This includes medical and billing records. To inspect and copy the Plan Member's PHI, the Plan Member must make their request, in writing, to the Covered Component in which their care was provided. The Board has up to 30 days to make the Plan Member PHI available to the Plan Member and the Board may charge the Plan Member a reasonable fee for the costs of copying, mailing or other supplies associated with the Individual's request. The Board may not charge the Plan Member a fee if the Plan Member needs the information for a claim for

benefits under the Social Security Act or any other state or federal needs-based benefit program. The Board may deny the Plan Member's request in certain limited circumstances. If the Board denies the Individual's request, the Plan Member has the right to have the denial reviewed by a licensed healthcare professional that was not directly involved in the denial of the Individual's request, and the Board will comply with the outcome of the review.

2. Right to Get Notice of a Breach. The Board is committed to safeguarding the Individual's PHI. If a breach of the Individual's PHI occurs, the Board will notify the Individual in accordance with state and federal law.

3. Right to Amend, Correct, and Add by Addendum. If the Individual feels that the PHI the Board has is incorrect, incomplete, or the Individual wishes to add an addendum to the Individual's records, the Individual has the right to make such request for as long as the information is kept by or for the Board's office. The Individual must make their request in writing to the Covered Component in which their care was provided. In the case of claims that the information is incorrect, incomplete, or if the record was not created by the Board, the Board may deny the Individual's request. However, if the Board denies any part of the Individual's request, the Board will provide the Individual with a written explanation of the reasons for doing so within 60 days of the Individual's request.

4. Right to an Accounting of Disclosures. Plan Members have the right to request a list of certain disclosures the Board made of PHI for purposes other than treatment, payment, health care operations, and certain other purposes consistent with law, or for which the Individual provided written authorization. To request an accounting of disclosure, Plan Members must make their request, in writing, to the Covered Component in which the Individual's care was provided. The Plan Member may request an accounting of disclosures for up to the previous six years of services provided before the date of the Individual's request. If more than one request is made during a 12 month period, Board may charge a cost based fee.

5. Right to Request Restrictions. Individuals have the right to request a restriction or limitation on the PHI that the Board uses or disclose for treatment, payment, or health care operations. Individuals also have the right to request a limit on the PHI we disclose to someone involved in the Individual's care or the payment for the Individual's care, like a family member or friend. For example, the Individual could ask that the Board not share information about a particular diagnosis or treatment with the Individual's spouse. To request a restriction, the Individual must make their request, in writing, to the Covered Component in which their care was provided. The Board is not required to agree to the Individual's request unless the Individual is asking to restrict the use and disclosure of the Individual's PHI to a health plan for payment or health care operation purposes and such information the Individual wishes to restrict pertains solely to a health care item or service for which the Individual has paid the Board out-of-pocket in full. If the Board agrees, the Board will comply with the Individual's request unless the information is needed to provide the Individual with emergency treatment or to comply with law. If the Board does not agree, the Board will provide an explanation in writing.

6. Out-of-Pocket-Payments. If the Individual pays out-of-pocket (or in other words, the Individual has requested that the Board not bill the Individual's health plan) in full for a specific item or service, the Individual has the right to ask that the Individual's PHI with respect to that item or service not be disclosed to a health plan for purposes of payment or health care operations, and the Board will honor that request.

7. Right to Request Confidential Communications. Individuals have the right to request that the Board communicate with them about medical matters in a certain way or at a certain location. For example, the Individual can ask that the Board only contact Individuals by mail or at work. To request confidential communications, Individuals must make their request, in writing, to the Covered Component in which their care was provided. The Individual's request must specify how or where the Individual wishes to be contacted. The Board will accommodate reasonable requests.

8. Right to Choose Someone to Act for the Individual. If the Individual gives someone medical power of attorney or if someone is the Individual's legal guardian, that person can exercise the Individual's rights and make choices about the Individual's PHI. The Board will use our best efforts to verify that person has authority to act for the Individual before the Board takes any action.

9. Right to a Paper Copy of This Notice of Privacy Practices. Individuals have the right to a paper copy of this notice of privacy practices. Individuals may ask the Board to give the Individual a copy of this notice of privacy practices at any time. Even if the Individual has agreed to receive this notice of privacy practices electronically, Individuals are still entitled to a paper copy of this notice of privacy practices. Individuals may obtain a copy of this notice of privacy practices at <https://www.cvgairport.com/about/notice>. To obtain a paper copy of this notice of privacy practices, contact the Covered Component in which the Individual's care was provided.

F. Changes to the Notice of Privacy Practices

The Board reserves the right to change this and make the new notice of privacy practices apply to PHI the Board already has as well as any information the Board receives in the future.. The notice of privacy practices will contain the effective date on the first page, in the top right – hand corner. Individuals will be sent information regarding the changes via e-mail or via mail on how they can obtain a new copy. Individuals will be asked to sign off on the new notice of privacy practices upon re-enrollment in applicable health care plans or upon receiving treatment.

G. Complaints

If an Individual believes that their privacy rights have been violated, the Individual may file a complaint with the Board's Privacy Officer. All Complaints must be made in writing. Individuals may also contact the Secretary of Department of Health and Human Services or

Director, Office of Civil Rights of the U.S. Department of Health and Human Services. Please contact the Board's Privacy and Security Officer if an Individual needs assistance locating current contact information. Individuals will not be penalized or retaliated against for filing a complaint.