



Effective November 1,2015

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.

Gene by Gene has specific duties regarding your medical information. We understand that medical information about you and your health is personal. We are committed to protecting your medical information.

This notice is to let you know the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations that we have regarding the use and disclosure of your medical information.

We are required by law to:

- Maintain the privacy of your medical information and take steps to protect medical information that identifies you from unauthorized disclosure
- Give you this notice of our legal duties and privacy notices with respect to medical information
- Follow the terms of our notice that is currently in effect
- Notify you following a breach of your secured medical information

HOW GENE BY GENE MAY DISCLOSE AND USE YOUR HEALTH INFORMATION

For Treatment: Gene by Gene may provide medical test information about you to your personal healthcare provider. We may disclose medical information about you to appropriate doctors, nurses, and health care professionals whom you have authorized.

For Payment: Gene by Gene may use and disclose medical information about you so that the treatment and services you receive may be billed and payment may be collected from you, an insurance company, or third party. For example, we may send a claim to an insurance company that identifies you received services from us. Your diagnosis may also be disclosed.

For health Care Operations: Gene by Gene may use and disclose medical information about you for operational reasons. These uses and disclosures are necessary for us to make sure that all patients receive quality care. For example, we may use medical information to assess the quality of our services, and to evaluate the performance of our staff.

As Required by Law: Gene by Gene will disclose medical information about you when required to do so by federal, state, or local law. Special situations that would fall under this category may include but are not limited to public health risks, court orders, and law enforcement duties.

To Avert a Serious Threat to Health and Safety: We may use and disclose medical information about you when necessary to prevent serious threat to your health and safety, or the health and safety to the public or another person. Any disclosure would only be to someone that has the ability to help prevent the threat.

Organ and Tissue Donation: If you are an organ donor, we may release medical information to organizations that handle organ procurement, eye tissue transplantation, or to an organ donation bank as necessary to facilitate tissue donation and transplantation.

Victims of Abuse and Neglect, Government Functions, Worker's Compensation, Decedents, Health oversight Activities and Research: Gene by Gene will abide by any legal request for information about you with regards to these audits, investigations, inspections, licensure, and disciplinary actions.

OTHER USES OF MEDICAL INFORMATION

Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. We must obtain written permission for any use or disclosure of psychotherapy notes, the use of your medical information for marketing purposes, or disclosures that constitute the sale of your medical information. If you provide us permission to use or disclose your medical information, you may revoke that permission in writing at any time, and you understand that we cannot take back any disclosures we have already made with your permission. We are required to keep records of the care we have provided to you.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU.

RIGHT TO REQUEST RESTRICTIONS, RIGHT TO REQUEST CONFIDENTIAL COMMUNICATIONS, RIGHT TO INSPECT AND COPY, RIGHT TO AMEND, RIGHT TO ACCOUNTING OF DISCLOSURES, AND RIGHT TO A PAPER COPY OF NOTICE.

WE RESERVE THE RIGHT TO CHANGE THIS NOTICE: We reserve the right to change this notice and to make the notice effective for medical information we already have about you as well as any medical information we may receive in the future. We will provide a copy of the new notice on our website and may provide you with a revised copy upon request.

Complaints: If you believe your privacy rights have been violated, you may file a complaint with the Gene by Gene Corporate compliance office at 713-474-2041, email info@genebygene.com, or mail your concerns to us at:

Gene by Gene, LTD

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