



**NOTICE OF PRIVACY PRACTICES  
UNDER THE HEALTH INSURANCE PORTABILITY  
AND  
ACCOUNTABILITY ACT OF 1996**

**EFFECTIVE DATE OF THIS NOTICE – February 2003**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION PERTAINING TO CLIENTS, CUSTOMERS, OR ANY INDIVIDUAL INVOLVED IN ANY BUSINESS TRANSACTION WITH MED-LEGAL, INC./SCANFILES MAY BE USED AND DISCLOSED. PLEASE REVIEW THIS CAREFULLY.

Included in this Notice is information regarding who to contact with any concerns and questions.

This Notice describes how you may use Private Health Information (PHI). PHI includes information of persons living or deceased.

Under the Health Insurance Portability & Accountability Act of 1996 (HIPAA) you are to maintain the privacy of any protected health information while carrying out your job duties. Any medical information encountered in the daily practices of the business is termed private and personal. Med-Legal, Inc./ScanFiles has an appointed privacy officer to insure that the team of implementation professionals has been properly trained and knows how to perform his/her work functions. Every employee is required by law to make certain that any medical information is kept private when obtained. As long as the Notice remains in effect, every employee is required to abide by it. Med-Legal, Inc./ScanFiles reserves the right to amend the Notice as necessary or make a new Notice effective for all protected health information received. Copies of the Notice will be posted and mailed to all participants should any material change be made to the privacy policy.

There may be other state and federal laws other than HIPAA that prohibit or limit the material uses and disclosures of PHI. We will restrict the uses or disclosure of Protected Health Information in accordance with the more stringent standards.

**Right to a Copy of the Notice** You have the right to a paper copy of this Notice upon request by contacting us at the telephone number or address listed below.

**Complaints** In the event that you feel any rights have been violated, you can file a complaint with the Human Resource Administrator at the address listed below. Complaints may also be filed with the Secretary of the U.S. Department of Health and Human Services in Washington, D. C. this must be filed within 180 days of the violation. There will be no retaliation for the filing of a complaint.

**For Additional Information or Forms** To obtain the forms or ask questions please contact:

**Renu Madahar  
HR Administrator  
1430 E. Holt Ave.  
Covina, Ca. 91724  
1-800-244-3495 Ext. 107**

**Employee Acknowledgment:**

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**Date:**\_\_\_\_\_

**Witness:**

\_\_\_\_\_

**Date:**\_\_\_\_\_