



SUMMARY OF NOTICE OF PRIVACY PRACTICES

This summary is provided to assist you in understanding the full Notice of Privacy Practices

This attached Notice of Privacy Practices contains a detailed description of how **Life University** will protect your health information, your rights as a patient and our common practices in dealing with patient health information. Please refer to The Notice for further health information protection.

Uses and Disclosures of Health Information

- We will use and disclose your health information to treat you or to assist other health care providers in treating you
- We will use and disclose your health information to obtain payment for our services or to allow insurance companies to process insurance claims for services rendered to you by us or other health care providers
- We may disclose your health information for certain other limited operational activities

Uses and Disclosures Based on Your Authorization – Except as stated in more detail in the Notice of Privacy Practices, we will not use or disclose your health information without your written authorization.

Uses and Disclosures Not Requiring Your Authorization In the following circumstances, we may disclose your health information without your written authorization:

- To family members or close friends who are involved in your health care
- For certain limited research purposes

- For purposes of Public Health and safety
- To government agencies for purposes of their audits, investigations and oversight activities
- To government authorities to prevent child abuse or domestic violence
- To the FDA to report product defects or incidents
- To law enforcement authorities to protect public safety or to assist in apprehending criminal offenders
- When required by court orders, search warrants, subpoenas and as otherwise required by law

Patient Rights – As our patient, you have the following rights:

- To have access to and/or a copy of your health information
- To request an electronic version of our PHI
- To receive an accounting of certain disclosures we have made of your health information
- To request restrictions as to how your health information is used or disclosed
- To request that we communicate with you in confidence
- To request that we amend your health information
- To receive notice of our privacy practices
- To decline participation in any Marketing or Fundraising Activities Life University may conduct.

If you have questions, concern or complaint regarding our privacy practices, please refer to “*Life University’s Notice of Privacy Practices*” or contact Life University’s Privacy Officer, Dr. Tim Guest tguest@life.edu, 770-426-2935