

Notice of Privacy Practices

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.

Our commitment to you

Priority Health Choice, Inc. (herein after “Priority Health”) understands the importance of handling protected health information (PHI) with care. We are committed to protecting the privacy of our members’ health information in every setting. State and federal laws require us to make sure that your health information is kept private. When you enroll with Priority Health or use services provided by one of the Priority Health plans, your PHI may be disclosed to Priority Health, and by Priority Health. This information is used and disclosed to coordinate and oversee your medical treatment, pay your medical claims and for the other purposes described below.

Federal law requires that we provide you with this Notice of Privacy Practices. This Notice states our legal duties and privacy practices regarding your PHI. It also states your rights under these laws with respect to the use and disclosure of your health information. Priority Health is required by law to follow the terms of the Notice currently in effect. We are also required to notify affected individuals following a breach of unsecured PHI.

Use and disclosure of your health information

The sections below describe the ways Priority Health uses and discloses your health information without your authorization. Your health information is not shared with anyone who does not have a “need to know” to perform one of the tasks below.

Treatment. Priority Health may use or disclose your health information to professionals who are treating you and to coordinate and oversee your medical care. For example, we may disclose information about your prescription medications to your doctor so that s/he can better understand how to provide you medical care.

Payment. Priority Health may use your health information or disclose it to third parties to collect premiums, establish eligibility or pay for your medical care. For example, we may use your health information when we receive a claim for payment. Your claim tells us what services you received and may include a diagnosis. We may also disclose this information to another insurer if you are covered under more than one health plan.

Health care operations. Priority Health may use or disclose your health information to third parties in order to assist in Priority Health’s everyday work activities, such as looking at the quality of your care, carrying out utilization review and conducting disease management programs. For example, your

health information (along with other Priority Health members' information) may be used by Priority Health's staff to review the quality of care furnished by health care providers. Priority Health may also use and disclose your health information for underwriting, enrollment and other activities related to creating, renewing or replacing a benefits plan. Priority Health may not, however, use or disclose genetic information to decide whether we will give you coverage and price of that coverage.

Please note that we do not destroy personal information about you when you terminate your coverage with us. It may be necessary to use and disclose this information for the purposes described above even after your coverage terminates, although policies and procedures will remain in place to protect against inappropriate use or disclosure.

To you and your personal representative. We may disclose your PHI to you or to your personal representative (someone who has the legal right to act on your behalf).

To others involved in your care. We may, under certain circumstances, disclose to a member of your family, a relative, a close friend or any other person you identify, the PHI directly relevant to that person's involvement in your health care or payment for health care. For example, we may discuss a claim decision with you in the presence of a friend or a relative, unless you object. If you are not able to tell us your preference, for example if you are unconscious, we share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

This notice also applies to the Priority Health Organized Health Care Arrangement (OHCA) between Priority Health and Corewell Health. Priority Health will share PHI with Corewell Health for treatment, payment and health care operations purposes. Priority Health reserves the right to change participation in its OHCA by any individual or organization.

Other permitted or required uses and disclosures without your written authorization

Priority Health is allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. Priority Health may also use or disclose your health information:

- When required by law.
 - For law enforcement purposes.
 - When necessary for judicial or administrative (i.e., court) proceedings.
 - For compliance with workers' compensation requirements, as authorized by applicable law.
 - For various government functions, such as disclosures to health oversight agencies for activities authorized by law, the Armed Forces for active personnel, to Intelligence Agencies for national security, and the Department of State for foreign services reasons (e.g., security clearance).
 - As necessary for a coroner, medical examiner, law enforcement official or funeral director to carry out their legal duties with respect to a

deceased individual or to cadaveric organ, eye or tissue donation and transplant organizations

- For matters of public interest:
 - Reporting adult abuse, neglect or domestic violence.
 - To prevent a serious threat to an individual or a community's health and safety.
 - Reporting to organ procurement and tissue donation organizations.
 - For public health and safety activities, including disease control and vital statistic reporting, child abuse reporting, and Food and Drug Administration oversight.
- For research purposes (as long as applicable research privacy standards are met).
- To make a collection of "de-identified" information that cannot be traced back to you.
- From time to time, we engage third parties called Business Associates to provide various services for us. Whenever an arrangement with such a third party involves the use or disclosure of your PHI, we will have a written contract with that third party designed to protect the privacy of your PHI. For example, we may share your information with business associates who process claims or conduct disease management programs on our behalf.

Other uses of health information – by authorization only

Priority Health may not use or disclose your PHI without your written authorization, except as described in this notice. You may give us written authorization to use your PHI or to disclose it to anyone for any purpose. If you give us written authorization, you may revoke it (take it back) at any time by notifying Priority Health's Compliance department in writing. If you revoke your authorization, we will no longer use or disclose your health information for the reasons covered by your authorization, but it will not affect any use or disclosure permitted by the authorization while it was in effect. We also must obtain your written authorization to sell information about you to a third party or, in most circumstances, to use or disclose your PHI to send you communications about products and services. We do not need your written authorization, however, to send you communications about treatment alternatives, treatment reminders, health related products or services, as long as the products or services are associated with your coverage or are offered by us.

We will never sell your PHI or use or disclose it for marketing purposes without your written authorization.

We must receive your written authorization to disclose psychotherapy notes, except for certain treatment, payment or health care operations activities.

A parent, legal guardian or properly named patient advocate may represent you and provide us with an authorization (or may revoke an authorization) to use or disclose health information about you if you cannot provide an authorization. Court documents may be required to verify this authority.

Potential impact of other applicable laws

Health Insurance Portability and Accountability Act (HIPAA) generally does not preempt, or override other laws that give people greater privacy protections. Therefore, if any state or federal privacy law requires us to provide you with more privacy protections, we are obligated to comply with that law in addition to HIPAA.

Your rights regarding your health information

You have the following rights:

Right to inspect and copy. You have a right to look at and get a copy of health information that may be used to make decisions about your care and payment for your care as long as we maintain them. There are limited circumstances in which we may deny your request to inspect and copy these records. If you are denied access to health information, you may request that the denial be reviewed. If you request a copy of the information, we may charge a fee for the cost of copying, mailing and other costs associated with your request.

To inspect and receive a copy of your health information, contact Priority Health's Compliance department.

Right to correct your health and claims record. You have the right to request that Priority Health amend any information that we use to make decisions about you. Generally, Priority Health will not amend these records if we did not create them or we determine that they are accurate and complete. To request that we amend your health information, you must write to Priority Health's Compliance Department and include a reason to support the change.

Right to an Accounting of Disclosures. You have the right to request an "accounting of disclosures," which is a list of the disclosures we made regarding your health information for 6 years prior to the date of your request, except the following types of disclosures:

- To carry out treatment, payment or health care operations.
- To you or your personal representative.
- For which you have given your written permission (authorization).
- For national security or intelligence purposes.
- To correctional institutions or to law enforcement, as described in this notice.
- As part of a limited data set (a collection of information that does not directly identify you).

Your request should indicate in what form you want the list (for example, on paper or electronically). The first list you request within 12 months will be free. We may charge you for the costs of providing additional lists. We will notify you of the cost and you can choose to withdraw or modify your request at that time before any fees are incurred.

Right to request restrictions. You have the right to request a limit on the health information that we use or disclose about you. We are not required by law to agree to your request. If we do agree to your request for restriction, we will comply with it unless the information is needed to provide emergency treatment. To request restrictions, you must make your request in writing to Priority Health's Compliance department. In your request, you must tell us:

- What information you want to limit.
- Whether you want to limit our use, disclosure or both.
- To whom you want the limits to apply.

Priority Health will notify you (either in writing or by telephone) when we receive your request and of any restrictions to which we agree.

Right to request confidential communications. You may request that Priority Health communicate with you through alternative means or an alternative location. For example, you might want us to send health information (e.g. Explanation of benefits (EOB) and other claim information) to a different address. Priority Health will agree to your request if you clearly state in writing that communicating with you without using the alternative means or location could endanger you. Priority Health will accommodate your request if it is reasonable, specifies the alternative means or location, and permits us to collect premiums and pay claims.

To request confidential communications, you must make your request in writing to Priority Health's Compliance department.

Right to a paper copy of this notice. You have the right to a paper copy of Priority Health's current notice upon request. To obtain a paper copy of this notice, please call our Customer Service department. Otherwise, you may also print a copy of this notice from our website at **priorityhealth.com**.

Complaints. If you believe your privacy rights have been violated, you may file a complaint with Priority Health and/or the Office for Civil Rights at the U.S. Department of Health and Human Services. To file a complaint with Priority Health, please call or send a written explanation of the issue to Priority Health's Privacy department. You will not be retaliated against for filing a complaint.

Our responsibilities

- We are required by law to maintain the privacy and security of your PHI.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

Changes to this notice

Priority Health has the right to change our privacy practices and the terms of this notice at any time. Any new terms of our notice will be effective for all PHI that we maintain, including PHI regardless when it was created or received. We will provide a copy of the new notice (or information about the changes to our privacy practices and how to obtain the new notice) in our next annual mailing to members who are then covered by one of our health plans. The new notice will also be available upon request and posted on our website.

Contact information

If you have questions about how your medical information may be used and disclosed and how to get access to this information, please contact Priority Health Privacy Department below. For any other questions or concerns, please contact Priority Health Compliance Department below.

Priority Health Privacy Department:

Priority Health
Chief Privacy Officer
100 Michigan Street NE
Grand Rapids, MI 49503
616.486.4113

Priority Health Compliance Department:

Priority Health Compliance Department
1231 East Beltline NE
Grand Rapids MI 49525
616.942.0954
800.942.0954

Notice of nondiscrimination

Priority Health complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Priority Health does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

- Free aids and services are available to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Information written in other formats
- Free language services are available to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services:

- Medicare members: contact Priority Health Medicare customer service at 888.389.6648 (TTY users call 711), 8 a.m. – 8 p.m., 7 days a week
- All other plans: call the number on the back of your member ID card or 800.942.0954

If you believe that Priority Health has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with Priority Health by:

- **Mail:** Priority Health Compliance Department,
Attention: Civil Rights Coordinator
1231 East Beltline Ave NE
Grand Rapids, MI 49525-4501
- **Toll free:** 866.807.1931 (TTY users should call 711)
- **Fax:** 616.975.8850
- **Email:** PH-compliance@priorityhealth.com.

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, a customer service representative is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights:

- Electronically through the Office for Civil Rights Complaint Portal
- By mail at U.S. Department of Health and Human Services, 200 Independence Avenue SW.,
Room 509F, HHH Building, Washington, DC 20201
- By phone at 800.368.1019

Complaint forms are available at the U.S. Department of Health and Human Services (HHS) website.

WHCRA annual notice

Also, do you know that your plan, as required by the Women's Health and Cancer Rights Act of 1998, provides benefits for mastectomy-related services including: all stages of reconstruction and surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy, including lymphedema? See your plan documents in your online member account. Call the number on the back of your member ID card for more information.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia en su idioma. Consulte al número de Servicio al Cliente que está en la parte de atrás de su tarjeta de identificación de miembro. (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請撥打會員卡背面的客服電話 (TTY: 711)。

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