

INFUSION OPTIONS, INC.
ACKNOWLEDGMENT OF RECEIPT OF
HIPAA NOTICE OF PRIVACY PRACTICES

By signing below, I acknowledge that I have been provided a copy of the Infusion Options Notice of Privacy Practices, and I have therefore been advised of how Infusion Options may use and disclose health information about me and how I may obtain access to and control this information.

Name of Patient

Signature of Patient or Personal Representative

Print Name of Personal Representative

Date

Description of Personal Representative's Authority

* * * * *

(For internal use- where signature above cannot be obtained)

Except in emergency treatment circumstances, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") requires that we make a good faith effort to obtain written acknowledgment of the patient's receipt of the Notice of Privacy Practices on the first date after April 14, 2003 we provide treatment, products or services to the patient. We must make a good faith effort to obtain written acknowledgment when reasonably practicable following an emergency treatment situation. If acknowledgment cannot be obtained, we must document our good faith efforts to obtain the acknowledgment and why it was not obtained.

Please describe good faith efforts to obtain written acknowledgment:

THE ORIGINAL OF THIS FORM SHOULD BE PLACED IN THE PATIENT'S FILE.

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.

We are required by law to protect the privacy of your health information, and to provide you with a copy of this Notice. A copy of our current Notice is included in your Welcome Home Packet which you are receiving today. You will also be able to obtain an additional copy by calling (718) 283-7233 and asking for a copy to be mailed to you or brought to you with our next delivery visit. You may also obtain a copy of this document from our website at www.infusionoptions.net.

Our Privacy Officer is Joyce Leahy, Esq. If you have any questions about this Notice or would like further information, please contact our Privacy Officer's Designee in our office at (718) 283-7233.

WHO WILL FOLLOW THIS NOTICE?

The privacy practices described in this Notice will be followed by Infusion Options, Inc., its medical staff, and affiliated health care providers that jointly provide health care services with our company. The privacy practices described in this Notice will be followed by: (1) any health care professional who prepares medications, fills prescriptions, coordinates delivery of equipment, drugs, or supplies to you, or renders health care services to you at your home; (2) any employee, student, trainee or volunteer, at any of our locations; and (3) any business associates of Infusion Options, Inc. Your private physician may have different privacy practices regarding the use and disclosure of your health information related to care provided at his/her office.

WHAT HEALTH INFORMATION IS PROTECTED

We are committed to protecting the privacy of information we gather about you while providing health-related services. Some examples of protected health information are:

- information indicating that you have obtained products or health-related services from us (such as medications, equipment or supplies);
- information about your health condition (such as a disease you may have);
- information about your health care benefits under an insurance plan (such as whether a prescription is covered)

when combined with:

- demographic information (such as your name, address, or insurance status);
- unique numbers that may identify you (such as your social security number, your phone number, or your driver's license number); and
- other types of information that may identify who you are.

HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION WITHOUT YOUR WRITTEN AUTHORIZATION

We explain below how we may use and disclose your health information without your written authorization.

1. Treatment, Payment And Business Operations

Treatment. Within our company, our staff may use and share your health information in order to fill prescriptions ordered by your doctor or to coordinate delivery of equipment, drugs, and supplies to you. Trainees also may have access to your health information for training and treatment purposes as they participate in continuing education training, internships, and residency programs. We also may share your health information with health care providers who may be involved in your care, such as your physicians, physical therapy organizations, medical equipment suppliers, home care agencies, health aides, health homes and nursinghomes.

Payment. We may use your health information or share it with others so that we may obtain payment for your health care services. For example, we may share information about you with your health insurance company in order to obtain reimbursement for furnishing medications to you or to determine whether the insurance will cover your medications. We also may share your information with other providers and payors for their payment activities, such as a home health agency or nursing home involved in your care.

Business Operations. We may use your health information or share it with others in order to conduct our business operations that include internal administration, planning, and various activities that improve the quality and cost-effectiveness of the care that we deliver to you. These activities include performance improvement, utilization review, internal auditing, licensing, and educational activities. We also may use your health information to conduct customer satisfaction surveys, to evaluate the performance of our staff, or to educate our staff on how to improve the services they provide for you. Finally, we may share your health information with other health care providers and payors for certain of their business operations if the information is related to a relationship the provider or payor currently has or previously had with you, and if the provider or payor is required by federal law to protect the privacy of your health information.

Treatment Alternatives, Benefits And Services. We may use your health information in order to recommend possible treatment alternatives or health-related benefits and services that may be of interest to you.

Business Associates. We may disclose your health information to contractors, agents and other business associates who need the information in order to assist us in providing services to you, obtaining payment, or carrying out our business operations. For example, we may share your health information with a billing company that helps us to obtain payment from your insurance company. We may share your health information with medical transcriptionists and copy services which assist us with copying your medical records. If we do disclose your health information to a business associate, we will have a written contract requiring that our business associate protect the privacy of your health information.

2. Family and Friends

We may share your health information with family or friends involved in your care or payment for your care. We may also notify a family member, personal representative or another person responsible for your care about your location and general condition, or about the unfortunate event of your death. In some cases, we may need to share your information with a disaster relief organization that will help us notify these persons.

You always have an opportunity to object to these disclosures unless there is insufficient time because of a medical emergency (in which case you will be able to express your preferences as soon as the emergency is over). We will follow your wishes unless we are required by law to do otherwise.

3. Public Need

We may use your health information, and share it with others, to comply with the law or to meet important public needs that are described below.

As Required By Law. We may use or disclose your health information if we are required by law to do so. We also will notify you of these uses and disclosures if notice is required by law.

Public Health Activities. We may disclose your health information to authorized public health officials (or a foreign government agency collaborating with such officials) so they may carry out their public health activities. For example, we may share your health information with government officials that are responsible for controlling disease, injury or disability.

Victims Of Abuse, Neglect Or Domestic Violence. We may release your health information to a public health authority that is authorized to receive reports of abuse, neglect or domestic violence. For example, we may report your information to government officials if we reasonably believe that you have been a victim of such abuse, neglect or domestic violence. We will make every effort to obtain your permission before releasing this information, but in some cases we may be required or authorized to act without your permission.

Health Oversight Activities. We may release your health information to government agencies authorized to conduct audits, investigations, inspections, and licensure of our facilities and operations. These government agencies monitor the operation of the health care system, government benefit programs such as Medicare and Medicaid, and compliance with government regulatory programs and civil rights laws.

Product Monitoring, Repair And Recall. We may disclose your health information to a person or company that is regulated by the Food and Drug Administration for the purpose of reporting about problems with products.

Lawsuits And Disputes. We may disclose your health information if we are ordered to do so by a court or administrative tribunal that is handling a lawsuit or other dispute.

Law Enforcement. We may disclose your health information to law enforcement officials for the following reasons:

- To comply with court orders or laws that we are required to follow;
- To assist law enforcement officers with identifying or locating a suspect, fugitive, witness, or missing person;

- If you have been the victim of a crime and we determine that: (1) we have been unable to obtain your agreement because of an emergency or your incapacity; (2) law enforcement officials need this information immediately to carry out their law enforcement duties; and (3) in our professional judgment disclosure to these officers is in your best interests;
- If we suspect that your death resulted from criminal conduct;
- If necessary to report a crime that occurred on our property; or
- If necessary to report a crime discovered during an offsite medical emergency (for example, by emergency medical technicians at the scene of a crime).

To Avert A Serious And Imminent Threat To Health Or Safety. We may use your health information or share it with others when necessary to prevent a serious and imminent threat to your health or safety, or the health or safety of another person or the public. In such cases, we will only share your information with someone able to help prevent the threat. We may also disclose your health information to law enforcement officers if you tell us that you participated in a violent crime that may have caused serious physical harm to another person, or if we determine that you escaped from lawful custody (such as a prison or mental health institution).

National Security And Intelligence Activities Or Protective Services. We may disclose your health information to authorized federal officials who are conducting national security and intelligence activities or providing protective services to the President or other important officials.

Military And Veterans. If you are in the Armed Forces, we may disclose health information about you to appropriate military command authorities for activities they deem necessary to carry out their military mission. We may also release health information about foreign military personnel to the appropriate foreign military authority.

Inmates And Correctional Institutions. If you are an inmate or you are detained by a law enforcement officer, we may disclose your health information to the prison officers or law enforcement officers if necessary to provide you with health care, or to maintain safety, security and good order at the place where you are confined. This includes sharing information that is necessary to protect the health and safety of other inmates or persons involved in supervising or transporting inmates.

Workers' Compensation. We may disclose your health information for workers' compensation or similar programs that provide benefits for work-related injuries.

Coroners, Medical Examiners And Funeral Directors. We may disclose your health information to a coroner or medical examiner. This may be necessary, for example, to determine the cause of death. We may also release this information to funeral directors as necessary to carry out their duties.

Organ And Tissue Donation. We may disclose your health information to organizations that procure or store organs, eyes or other tissues.

Research. We may use and disclose your health information without your written authorization if we obtain approval through a special process to ensure that research without your written authorization poses minimal risk to your privacy. Under no circumstances, however, would we allow researchers to use your name or identity publicly. We may also release your health information without your written authorization to people who are preparing a future research project, so long as any information identifying you does not leave our facility. We may share your health information with people who are conducting research using the information of deceased persons, as long as they agree not to remove from our facility any information that identifies you.

4. Incidental Disclosures. While we will take reasonable steps to safeguard the privacy of your health information, certain disclosures of your health information may occur during or as an unavoidable result of our otherwise permissible uses or disclosures of your health information. For example, a neighbor may notice our vehicles outside of your home.

WHEN YOUR AUTHORIZATION IS REQUIRED

Uses or disclosures of your health information for other purposes or activities, not listed above, will be made only with your written authorization. If you provide us authorization to use or disclose health information about you, you may revoke that authorization, in writing, at any time. To revoke a written authorization, please write to: Infusion Options, Inc., 5924 13th Avenue, Boroklyn, New York 11219, Attn: Privacy Officer. If you revoke your authorization, we will no longer use or disclose health information about you for the reasons covered by your written authorization. However, we are unable to take back any disclosures we have already made with your authorization.

Most uses and disclosures of health information for marketing purposes, and disclosures that constitute a sale of health information will be made only with your written authorization.

YOUR RIGHTS TO ACCESS AND CONTROL YOUR HEALTH INFORMATION

You have the following rights regarding health information we maintain about you:

1. Right To Inspect And Copy Records

You have the right to inspect and obtain a copy of any of your health information that may be used to make decisions about you and your treatment for as long as we maintain this information in our records. This includes medical and billing records. To inspect or obtain a copy of your health information, please submit your request in writing to the Privacy Officer, Infusion Options, Inc. 5924 13th Avenue, Brooklyn, N.Y. 11219. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies we use to fulfill your request.

2. Right To Amend Records

If you believe that the health information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept in our records. To request an amendment, please write to the Privacy Office, Infusion Options, Inc. 5924 13th Avenue, Brooklyn, N.Y. 11219. Your request should include the reasons why you think we should make the amendment.

3. Right To An Accounting Of Disclosures

You have a right to request an accounting of disclosures (as defined below) which identifies certain other persons or organizations to whom we have disclosed your health information.

An “accounting of disclosures” will not include information about the following disclosures:

- Disclosures we made to you or your personal representative;
- Disclosures we made pursuant to your written authorization;
- Disclosures we made for treatment, payment or business operations;
- Disclosures made to your friends or family involved in your care or payment for your care;
- Disclosures that were incidental to permissible uses and disclosures of your health information (for example, if a neighbor sees our vehicles outside of your home);

- Disclosures for purposes of research, public health or our business operations of limited portions of your health information that do not directly identify you;
- Disclosures made to federal officials for national security and intelligence activities;
- Disclosures about inmates to correctional institutions or law enforcement officers;

To request an accounting of disclosures, please write to the Privacy Officer, Infusion Options, Inc. 5924 13th Avenue, Brooklyn, N.Y. 11219. Your request must state a time period within the past six years for the disclosures you want us to include. You have a right to receive one accounting within every 12 month period for free. However, we may charge you for the cost of providing any additional accounting in that same 12 month period. We will always notify you of any cost involved so that you may choose to withdraw or modify your request before any costs are incurred.

4. Right To Request Additional Privacy Protections

You have the right to request that we further restrict the way we use and disclose your health information to treat your condition, collect payment for that treatment, or run our business operations. You may also request that we limit how we disclose information about you to family or friends involved in your care. For example, you could request that we not disclose information about a particular prescription we have filled for you. To request restrictions, please write to the Privacy Officer's Designee at Infusion Options, Inc., 5924 13th Avenue, Brooklyn, N.Y. 11219. Your request should include (1) what information you want to limit; (2) whether you want to limit how we use the information, how we share it with others, or both; and (3) to whom you want the limits to apply. We will send you a written response.

Except as described below, we are not required to agree to your request for a restriction, and in some cases the restriction you request may not be permitted under law. We are required to agree to your request that we not share information about a service with your health plan for payment or health care operations if you pay for the service yourself "out of pocket" in full. If we agree to a restriction, we will be bound by our agreement unless the information is needed to provide you with emergency treatment or comply with the law. Once we have agreed to a restriction, you have the right to revoke the restriction at any time. Under some circumstances, we will also have the right to revoke the restriction as long as we notify you before doing so; in other cases, we will need your permission before we can revoke the restriction.

5. Right To Request Confidential Communications

You have the right to request that we communicate with you about your medical matters in a more confidential way by requesting that we communicate with you by alternative means or at alternative locations. For example, you may ask that we contact you at home instead of at work. To request more confidential communications, please write to our Privacy Officer's Designee. *We will not ask you the reason for your request, and we will try to accommodate all reasonable requests.* Please specify in your request how or where you wish to be contacted, and how payment for your health care will be handled if we communicate with you through this alternative method or location.

6. Right To Electronic Access

You have the right to access electronic copies of your health information when requested (to the extent that we maintain the information in an electronic form). When information is not readily producible in the electronic form and format you have requested, we will provide you the information in an alternative readable electronic format as we may mutually agree upon.

We are advising you in this notice that, if you request that information available in an electronic format be provided via email, that email is an unsecure medium for transmitting information and that there is some risk if health information is emailed. Information transmitted via email is more likely to be intercepted by unauthorized third parties than more secure transmission channels. If we agree to

email you information, you are accepting the risks we have notified you of, and you agree that we are not responsible for unauthorized access of such health information while it is in transmission to you based on your request, or when the information is delivered to you.

7. Breach of Health Information

We will inform you if there is a breach of your unsecured health information.

ADDITIONAL INFORMATION

How Someone May Act On Your Behalf

You have the right to name a personal representative who may act on your behalf to control the privacy of your health information. Please note, however, that naming someone to act on your behalf to control the privacy of your health information does not in itself give that person the right to make treatment decisions on your behalf. Parents and guardians will generally have the right to control the privacy of health information about minors unless the minors are permitted by law to act on their own behalf.

Special Protections For HIV-Related, Mental Health and Substance Abuse Information

Special privacy protections apply to HIV-related information, and certain mental health information and substance abuse information. Some parts of this Notice of Privacy Practices may not apply to these types of information. A written explanation of how this information will be protected is set forth at the end of this Notice.

Privacy Officer

Our Privacy Officer is Joyce A. Leahy, Esq. If you have any questions about this Notice or would like further information, please contact our Privacy Officer's Designee in our office at (718) 283-7233.

HOW TO FILE A COMPLAINT

If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the Department of Health and Human Services. To file a complaint with us, please contact the Privacy Officer's Designee in our office at (718) 283-7233. No one will retaliate or take action against you for filing a complaint.

CONFIDENTIALITY OF MENTAL HEALTH INFORMATION

The privacy and confidentiality of mental health information maintained by certain providers of mental health services is protected by State law and regulations. Certain types of mental health information are afforded additional protections. If there is any conflict between these protections and the protections covering other health information described above, the special protections for mental health information will apply.

Generally, mental health information about you may be used by Infusion Options personnel (or our business associates) in connection with their duties to furnish medications, equipment and supplies to you, to obtain payment for these items and services, or to conduct the Infusion Service's business operations. Generally we may not reveal mental health information about you to other persons outside of our company, *except in the following situations:*

- When Infusion Options obtains your written authorization;
- To a personal representative who is authorized to make health care decisions on your behalf;
- To government agencies or private insurance companies in order to obtain payment for services we provided to you;

- To other mental health providers treating you who are part of the State’s organized mental health system;
- To comply with a court order;
- To appropriate persons who are able to avert a serious and imminent threat to the health or safety of you or another person;
- To appropriate government authorities to locate a missing person or conduct a criminal investigation as permitted under Federal and State confidentiality laws;
- To licensed hospital emergency services as permitted under Federal and State confidentiality laws;
- To the mental hygiene legal service offered by the State;
- To attorneys representing patients in an involuntary hospitalization proceeding;
- To authorized government officials for the purpose of monitoring or evaluating the quality of services provided by us;
- To qualified researchers without your specific authorization when such research poses minimal risk to your privacy;
- To coroners and medical examiners to determine cause of death; and
- If you are an inmate, to a correctional facility which certifies that the information is necessary in order to provide you with health care, or in order to protect the health or safety of you or any other persons at the correctional facility.

CONFIDENTIALITY OF HIV-RELATED INFORMATION

The privacy and confidentiality of HIV-related information maintained by Infusion Options, Inc. is protected by Federal and State law and regulations. These protections are more extensive than the protections for your other health care information described above.

Confidential HIV-related information is any information indicating that you had an HIV-related test, have HIV-related illness or AIDS, or have an HIV-related infection, as well as any information which could reasonably identify you as a person who has had a test or has HIV infection.

Under New York State law, confidential HIV-related information can only be given to persons allowed to have it by law, or persons you have allowed to have it by signing a written authorization form.

In general, confidential HIV-related information about you may be used by Infusion Options personnel who need the information to provide services to you, to process billing records, or to monitor or evaluate the quality of services furnished by Infusion Options. Generally, we may not reveal to a person outside of our company any confidential HIV-related information that we obtain in the course of providing services to you, *unless*:

- Infusion Options obtains your written authorization;
- The disclosure is to a person who is authorized under applicable law to make health care decisions on your behalf and the information disclosed is relevant to that person fulfilling such health care decision-making role;
- The disclosure is to another health care provider or payer for treatment or payment purposes;
- The disclosure is to an external agent of Infusion Options who needs the information to provide you with direct care or treatment, to process billing or reimbursement records, or to monitor or evaluate the quality of services provided by our company. In such cases, we ordinarily will have an agreement with the agent to ensure that your confidential HIV-related information is protected as required under Federal and State confidentiality laws and regulations;

- The disclosure is to comply with law or court order;
- The disclosure is to an organization that procures body parts for transplantation;
- You receive services under a program monitored or supervised by a Federal, State or local government agency and the disclosure is made to such government agency or other employee or agent of the agency when reasonably necessary for the supervision, monitoring, administration of provision of the program's services;
- We are required under Federal or State law to make the disclosure to a public health officer, including the required reporting of certain test results and known contacts;
- The disclosure is required for public health purposes and/or in connection with certain exposure incidents with Infusion Options staff;
- If you are an inmate at a correctional facility and disclosure of confidential HIV-related information to the medical director of such facility is necessary for the director to carry out his or her functions;
- For decedents, the disclosure is made to a funeral director who has taken charge of the decedent's remains and who has access in the ordinary course of business to confidential HIV-related information on the decedent's death certificate;
- The disclosure is to report child abuse or neglect to appropriate State or local authorities.

Violation of these privacy regulations may subject Infusion Options to civil or criminal penalties. Suspected violations may be reported to appropriate authorities in accordance with Federal and State law.

HOW TO FILE A COMPLAINT CONCERNING USE OF YOUR HIV-RELATED INFORMATION

If you experience discrimination because of the release of confidential HIV-related information, you may contact the New York State Division of Human Rights at (212) 566-8624 or the New York City Commission of Human Rights at (212) 566-5493. These agencies are responsible for protecting your rights.