

THIS NOTICE DESCRIBES HOW INFORMATION IN YOUR LAXOR® PERSONAL HEALTH RECORD MAY BE USED INCLUDING HOW IT MAY BE DISCLOSED.

Understanding Your LAXOR® Personal Health Record

LAXOR, Inc. (LAXOR®, LAXOR) has created a restricted access online Personal Health Record (PHR) that allows your health information to be stored and accessible in one place. The PHR is designed so that Members have full control of their record, including who is able to access it. Access can include your doctors, their staff members, other health professionals, members of your family and people whom you have designated as your caregivers. Only you can designate whether or not people other than yourself can access your record.

ENTERING INFORMATION INTO THE PHR

1) *Yourself*

You can enter information such as your health conditions, medications, and the treatments you have had by typing in text. Or you can upload (post) any health information documents such as text, image or even sound files that you have on your personal computer.

2) *Your Doctors or Other Health Professionals*

In order to grant **routine** access to your doctors and other health professionals to your PHR, you need to create an online relationship with them. You can choose to limit access rights to **emergency** viewing only. Doing so will limit the information that these health professionals and their staff members can see. You need to be aware that besides your doctors, any of their staff members can access your PHR if you grant your doctors routine access. Once you grant them access, your doctors, their staff, or other healthcare professionals can add information to your PHR. All doctors and other health professionals using the PHR system agree to comply with local, state, and federal laws and regulations including but not limited to those established under HIPAA.

3) *Family Members or Caregivers*

Family (biological or otherwise) groups can be established so that your members of your family can access and add information to your personal health record on your behalf.

4) *The LAXOR Fax Intake Service:*

LAXOR provides a fax intake service, whereby documents can be faxed to our secure fax servers via our toll-free fax number. The documents are matched to you using your LAXOR membership number. You will receive an email notification when documents are received this way. You must log in to your PHR to work with these documents.

CHANGES IN OUR PRIVACY PRACTICES

LAXOR reserves the right to change our privacy practices. Should our privacy practices change, we will post our new Notice of Privacy Practices at www.laxor.com/pages/privacy.html and you will be notified at the email address we have

on file for you. A downloadable version in PDF format is also available at www.laxor.com/pages/privacy.html and within the PHR itself.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If have questions or would like additional information, you may contact us at www.laxor.com/pages/contact.html or by calling 1-866-233-3606.

If you believe your privacy rights have been violated, you can file a complaint with LAXOR's Chief Privacy Officer by using our contact page at www.laxor.com/pages/contact.html or by calling 1-866-233-3606.

You may also file a complaint with a governmental agency of your choice. In any event, we will not retaliate against you for filing a complaint.

YOUR HEALTH INFORMATION RIGHTS

Regardless of who created your health information, and with only some exceptions, the information in it belongs to you.

LAXOR'S RESPONSIBILITIES

LAXOR will

- Maintain the privacy of your health information
- Provide you with our Notice of Privacy Practices with respect to information we collect and maintain about you
- Abide by the terms of this our Notice of Privacy Practices
- Notify you if we are unable to agree to a any restrictions you place on the use of your PHR that are outside of our Terms of Use (www.laxor.com/pages/LAXOR-TOU.html)
- Try to accommodate any reasonable requests you may have to communicate with you by alternative means or at locations different from the ones you provided when you registered with LAXOR
- Not use or disclose your health information without your authorization, except as described in this notice
- Not retaliate against you for any complaints that you file either with us or with the any governmental or other agency

AUDIT TRAIL

The PHR has a real time audit trail that allows you to see who, when and why your record was accessed.

EXAMPLES OF HOW YOUR HEALTH INFORMATION MAY BE DISCLOSED BY USE OF THE PHR

You have an upcoming appointment with a specialist: Your doctor has ordered a blood test and would like the result to be available for a specialist with whom you have an appointment tomorrow. The results are faxed to the LAXOR Fax Intake Service, sent to your file in-basket. You then add the lab result to the Documents portion of your record. Since you have granted access to your doctors, the specialist can view the results when you see him or her.

Your family needs access to your PHR to manage your care: You have created a family group in your PHR that includes you and your adult child. You have granted your adult child access. The physician discharging you from the hospital has faxed your hospital discharge summary to the LAXOR Fax Intake Service. Your adult child receives a notification that there is a new document in your in-basket. Your Adult child posts the document into your PHR and can then make the discharge summary available for the home care nurse.

OTHER USES OR DISCLOSURES

Business Associates: LAXOR has contacts with other companies who perform functions on our behalf. Under HIPAA these companies are called business associates. We require our business associates to safeguard any of your information that we share with them.

Communication with Family: You need to be aware that your doctors and other health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or related to payment for your care. LAXOR accepts no responsibility for such communication.

Clinical Trials: Your information may be disclosed to companies or other entities conducting clinical trials of medications and/or medical devices, only if you elect to grant such permission during the registration process. *This is strictly optional* and will only occur if you grant us permission to do so.

Research: After we remove anything that can connect your information to you we may disclose the information to researchers. Such information is known as de-identified.

Marketing: With your permission we may contact you to provide information about treatment alternatives or other health related benefits and services that may be of interest to you.

Correctional Institution: Should you become an inmate of a correctional institution, we may be required by law to disclose to the institution or its agents, health information contained in your PHR that they have determined are necessary for your health care, and/or the health and safety of other individuals.

Law Enforcement and Other Duly Authorized Government Requests: We may be required to disclose your health information for law enforcement purposes, including investigation and/or prosecution of any LAXOR activity, direct or indirect, that any LAXOR employee or LAXOR business associate believes in good faith is a violation of any Federal, State or Local law, or is a violation of generally accepted professional standards.