

HIPAA Notice of Privacy Practices

Compliant with CMS CoPs & HIPAA (45 CFR §164.520)

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 Legal Duty

TONE Hospice is required by law to maintain the privacy of your protected health information (PHI), provide you this notice of our legal duties and privacy practices, and to notify you following a breach of any unsecured PHI. We will not use or disclose your PHI without your written authorization, except as described in this notice.

How We May Use & Disclose PHI

For Treatment: Share with physicians, IDT (RN, MSW, Chaplain), pharmacy, DME for care coordination (e.g., pain management, spiritual support).

For Payment: Billing Medicare/private insurance; claims submission with clinical justification (PPS scores, symptom data).

For Operations: Quality review, IDT meetings, staff training (de-identified), compliance audits.
Required Disclosures: Public health reporting, abuse/neglect, required by law (coroners, audits).
Other (with consent): Family/friends involved in care; marketing/research (opt-out available).

Your Rights

Right	Description
Access	Request copy of records (fees may apply); respond within 30 days
Amend	Request corrections (we may deny if accurate/complete)
Accounting	Disclosure log past 6 years (excl. treatment/payment/ops)

Restrict	Request limits (not always required)
Confidential Comm.	Preferred method/location (e.g., spouse not informed)
Revoke Auth.	Written anytime (doesn't affect prior uses)

Exercise rights: Contact Privacy Officer, TONE Hospice, 33742 W. 12 Mile Rd, Suite A2, Farmington Hills, MI 48331 (248) 522-9572

Complaints

Report concerns to Privacy Officer or HHS OCR (1-800-368-1019, [hhs.gov/ocr](https://www.hhs.gov/ocr)). No retaliation for complaints.

Changes & Effective Date

We reserve the right to change practices; revised notice posted/provided. Effective: 01/01/2026.

Questions? Privacy Officer: Salim Bhinderwala, (248) 522-9572