

Kailos Genetics LLC

601 Genome Way, Suite 2005 ♦ Huntsville, AL ♦ 35806
Phone: 256.327.9800 ♦ Fax: 256.327.9810 ♦ www.kailosgenetics.com



KAILOS GENETICS' NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practices (the "Notice") tells you about the ways Kailos Genetics LLC (the "Laboratory"), a wholly owned subsidiary of healthOme, Inc. may use and disclose your protected health information ("PHI") and your rights and our obligations regarding the use and disclosure of your PHI. PHI is information about you, including demographic information, that may identify you and that relates to your past, present or future physical health or condition, treatment or payment for health care services. PHI includes many common identifiers (e.g. name, address, birthdate, Social Security number) when such can be associated with the health information listed above. PHI does not include student records held by educational institutions or employment records held by employers. However, this information is still treated confidentially under other applicable laws. This Notice also describes your rights to access and control your PHI.

1. OUR OBLIGATIONS

Kailos Genetics LLC will maintain the privacy of your PHI and will notify affected individuals following a breach of unsecured PHI, in each case to the extent required by state and federal law. We provide you this Notice explaining our legal duties and privacy practices with respect to PHI about you.

2. HOW WE MAY USE AND DISCLOSE PHI ABOUT YOU

The following categories describe the different ways that Kailos Genetics LLC may use and disclose PHI, the purposes for such uses and disclosures, and the reasons for such uses and disclosures.

- **For Treatment.** The Laboratory may disclose PHI to authorized health care professionals who need access to laboratory test results for your medical treatment. In addition to the primary physician ordering the test, we may provide your PHI to other specialists or consulting physicians as directed.

- **For Payment.** The Laboratory's billing department or third-party billing vendor may disclose your PHI to a health plan provider to obtain premiums, determine coverage and provision of benefits for payment purposes. If the patient is covered under another individual's health insurance policy (i.e. spouse, parent, etc.) we may also send this information to the subscriber of the health care plan for payment purposes. In addition, your PHI may be disclosed to a third-party collection agency retained by Kailos Genetics LLC for collection of payment. If, however, you pay for an item or service in full, out of pocket and request that Kailos Genetics LLC not disclose to your health plan the PHI solely relating to that item or service, as described more fully in Section 4 of this Notice, we will follow that restriction on disclosure unless otherwise required by law.

- **For Health Care Operations.** Kailos Genetics LLC may use and disclose PHI about you for its health care operations. These uses and disclosures are necessary to operate and manage the Laboratory and to promote quality care. For example, we may need to use or disclose

your PHI in order to assess the quality of care you receive or to conduct certain cost management, business management, administrative, or quality improvement activities or to provide information to our insurance carriers.

- **Quality Assurance and Utilization Review.** Kailos Genetics LLC may need to use or disclose your PHI for their internal processes to assess and facilitate the provision of quality care to patients. The Laboratory may need to use or disclose your PHI to perform a review of the services we provide in order to evaluate whether that the appropriate level of services is received, depending on condition and diagnosis.

- **Credentialing and Peer Review.** Kailos Genetics LLC may need to use or disclose your PHI for its credentialing and accreditation purposes.

- **Vendors.** There are some services (such as billing or legal services) that may be provided to or on behalf of Kailos Genetics LLC through contracts with third parties. When these services are contracted, the Laboratory may disclose your PHI to their vendors so they can perform the jobs the Laboratory has asked them to perform. To protect your PHI, however, the Laboratory requires the vendors, as business associates, to appropriately safeguard your information.

- **As Required by Law.** Kailos Genetics LLC will disclose PHI about you when required to do so by federal, state, or local law or regulations.

- **Other.** Subject to applicable legal requirements, and where appropriate for your medical care or required by law, the Laboratory also may use your PHI (i) to avert an imminent threat of injury to health or safety, (ii) for organ donation purposes, (iii) for research, (iv) to appropriate military authorities if you are in the armed forces, (v) for workers' compensation programs, (vi) for public health activities, (vii) for health oversight activities, (viii) for other legal matters, (ix) for law enforcement purposes, or (x) to coroners and medical examiners.

- **Electronic Disclosures of PHI.** Under the law of certain states, Kailos Genetics LLC is required to provide notice to you if your PHI is subject to electronic disclosure. This Notice serves as general notice that Kailos Genetics LLC may disclose your PHI electronically for treatment, payment, or health care operations or as otherwise authorized or required by state or federal law.- **De-Identified Data.** Kailos Genetics LLC may de-identify your PHI in accordance with applicable law, such that it can no longer be used to identify you individually. Once so de-identified, Kailos Genetics LLC may use the data alone or in aggregated form for any purpose allowable by law.

3. OTHER USES OF PHI

- **Authorizations.** There are times the Laboratory may need or want to use or disclose your PHI for reasons other than those listed above, but to do so the Laboratory will need your prior authorization. Any uses or disclosures of your PHI not described herein will require your specific written authorization.

If you provide us with written authorization to use or disclose your PHI for such other purposes, you may revoke that authorization in writing at any time. If you revoke your authorization, Kailos Genetics LLC will no longer use or disclose your PHI for the reasons covered by your written authorization. You understand that Kailos Genetics LLC is unable to take back any uses or disclosures the Laboratory have already made in reliance upon your authorization, and that the Laboratory is required to retain records of the care that the Laboratory provided to you.

- **Marketing and Sale of PHI.** Most uses and disclosures of uses and disclosures of PHI for marketing purposes, and disclosures that constitute a "sale of PHI" under HIPAA, require your authorization. Kailos Genetics LLC does not anticipate that it will sell PHI.

4. YOUR RIGHTS REGARDING PHI ABOUT YOU

Certain laws and regulations provide you with certain rights regarding the PHI Kailos Genetics LLC may have about you. The following is a summary of those rights.

- **Right to Inspect and Copy.** Under most circumstances, you have the right to request access to, inspect and/or copy your PHI that the Laboratory maintains in its possession in a designated record set, which generally includes your medical and billing records. If you request a copy of your information, the Laboratory may charge a fee for the costs of copying, mailing, or certain supplies associated with your request. The fee the Laboratory may charge will be the amount allowed by state law. In certain very limited circumstances allowed by law, Kailos Genetics LLC may deny your request to review or copy your PHI. The Laboratory will provide any such denial in writing. If you are denied access to PHI, you may request that the denial be reviewed.

- **Right to Amend.** If you feel the PHI Kailos Genetics LLC has about you is incorrect or incomplete, you may ask to amend the information. In your request, you must provide a reason as to why you want this amendment. The Laboratory may deny your request for an amendment under certain circumstances. If the Laboratory denies your request, the Laboratory will notify you of that denial in writing, and provide you with an opportunity to appeal.

- **Right to an Accounting of Disclosures.** You have the right to request an accounting of certain disclosures of your PHI that the Laboratory has made, except for disclosures which were made pursuant to an authorization, for purposes of treatment, payment or health care operations, or for certain other purposes. Your request must state a time period, which may not be longer than six years. The first list you request within a twelve-month period will be free. For additional lists, Kailos Genetics LLC may charge you a reasonable fee for the costs of providing the list. The Laboratory will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

- **Right to Request Restrictions.** You have the right to request a restriction or limitation on our use or disclosure of your PHI. Your request must be in writing and state the specific restriction and to whom you want the restriction to apply. Kailos Genetics LLC is not required to agree to your request for a restriction or limitation, except if the requested restriction is on a disclosure to a health plan for a payment or health care operations purpose regarding a service that has been paid in full out-of-pocket. If the Laboratory does agree, it will comply with your request. In addition, there are certain situations in which Kailos Genetics LLC won't be able to agree to your request, such as when the Laboratory is required by law to use or disclose your PHI.

- **Right to Request Confidential Communications.** You have the right to request that Kailos Genetics LLC communicates with you about medical matters in a certain way or at a certain location. For example, you can ask that the Laboratory only contact you through a personal email address and not at work or, conversely, only at work and not through a personal email address. The Laboratory will use their best efforts to accommodate all reasonable requests, but there are some requests with which the Laboratory will not be able to comply. Your request must be in writing and specify how and where you wish to be contacted.

- **Right to an Email or Paper Copy of This Notice.** You have the right to a paper copy of this Notice, upon request, even if you have previously requested its receipt electronically. You may ask for a copy of this Notice at any time.

- **Right to Breach Notification.** In certain instances, Kailos Genetics LLC may be obligated to notify you (and potentially other parties) if Kailos Genetics LLC becomes aware that your PHI has been improperly disclosed or otherwise subject to a "breach" as defined in and/or required by applicable law.

5. CHANGES TO THIS NOTICE

Kailos Genetics LLC reserves the right to change this Notice at any time, along with their respective privacy policies and practices. Kailos Genetics LLC reserves the right to make the revised or changed Notice effective for PHI the Laboratory already has about you as well as any information the Laboratory receives in the future. Kailos Genetics LLC will post a copy of the current Notice, along with an announcement that changes have been made, as applicable, on its website.

6. COMPLAINTS

If you believe that your privacy rights as described in this Notice have been violated, you may file a complaint with Kailos Genetics LLC's Compliance Department by email at compliance@kailosgenetics.com or by phone at 256.327.9803.

Kailos Genetics LLC will not retaliate against any individual who files a complaint. You also may file a complaint with the Secretary of the Department of Health and Human Services.

In addition, if you have any questions about this Notice, please contact us at compliance@kailosgenetics.com or write to us at the following address:

Kailos Genetics LLC
Attn: Compliance Department
601 Genome Way, Suite 2005
Huntsville, AL 35806