



**ADDUS HEALTHCARE, INC.
NOTICE OF PRIVACY PRACTICES EFFECTIVE DECEMBER 10, 2024**

**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.**

Addus HealthCare, Inc. and its affiliates listed at the end of this Notice (collectively, “Addus,” “the Company,” or “we”) are committed to maintaining the confidentiality of all medical information we receive. The purpose of this Notice is to inform you of how Addus may use and disclose your medical information, called Protected Health Information or “PHI,” and to describe your rights with respect to PHI. Addus is required by law to maintain the privacy of PHI, to provide you and other individuals with notice of Addus’ legal duties and privacy practices with respect to PHI and to notify affected individuals following a breach of unsecured PHI. Addus must abide by the terms set forth in this Notice. Your PHI may be stored electronically and may be disclosed electronically.

HOW WE USE OR DISCLOSE YOUR PHI

The Company is permitted by HIPAA to use and disclose your PHI to other persons or entities without your authorization as described below. The following include examples of how we may use and disclose your PHI within each category, but not every use or disclosure within each category will be listed. When PHI is disclosed pursuant to HIPAA, it is possible that the PHI could be re-disclosed by the recipient and no longer be protected by HIPAA.

- 1. Treatment** – The Company may use and disclose PHI for treatment, including providing you with home health, hospice, palliative care, and/or home care services. For example, information may be shared with members of our staff, your doctors, or health care facilities. We may also contact you about other health-related benefits, services or treatments that may be available to you.
- 2. Payment** – The Company may use and disclose PHI for payment purposes. For example, the Company may disclose your PHI to obtain prior approval from an insurer before providing services to you and to bill and collect payment for the services we provided to you.
- 3. Health Care Operations** – The Company may use or disclose your PHI for health care operations. For example, the Company may use your PHI for quality improvement, staff evaluation, to arrange for legal services or other operational purposes. Your name and address may



be used to send out satisfaction surveys, or we may call you to remind you that our staff will be visiting you.

4. Business Associates – We have business associates such as accountants, consultants and attorneys that provide some services for us. We have a written contract with them that requires them to protect the privacy of your PHI.

5. Individuals Involved in Your Care – Unless you object, the Company may disclose PHI about you to a family member, other relative, close friend or any other person identified by you if they are involved in your care or payments related to your care. We may disclose PHI about you if they need to be notified of your location, general condition or death. If you are not present, you are incapacitated, or there is an emergency, we may determine that it is in your best interest for us to disclose PHI that is directly relevant to a person’s involvement with your care.

6. As Required by Law – The Company may use and disclose PHI about you as required by law. For example, we are required to disclose information about you to the U.S. Department of Health and Human Services if it requests the information to determine how we are complying with federal privacy law.

7. Public Health Activities – The Company may use and disclose PHI about you for public health activities, including the collection of vital statistics, preventing disease and helping with product recalls.

8. Abuse, Neglect or Domestic Violence – The Company may disclose PHI to appropriate agencies if we believe you have been the victim of abuse, neglect or domestic violence. The Company will only make this disclosure if you agree or when we are required or authorized to do so by law.

9. Health Oversight Activities – The Company may disclose PHI to a health oversight agency for activities authorized by law. These oversight activities include audits, investigations, inspections, and licensure.

10. Judicial and Administrative Proceedings – The Company may disclose PHI about you in response to a court or administrative order. The Company may also disclose PHI about you in response to a subpoena, discovery request, or other lawful process, but only if reasonable efforts have been made to tell you about the request or to obtain an order protecting the information requested. If we receive records from substance use disorder treatment programs subject to federal privacy restrictions, such records or testimony about their content cannot be used or disclosed in civil, criminal, administrative, or legislative proceedings against the individual unless based on written consent or we receive a court order entered after notice and an opportunity to be heard is provided to the individual or us, as provided by federal privacy rules found at 42 CFR Part 2. A court order authorizing use or disclosure must be accompanied by a subpoena or other legal requirement compelling disclosure before the requested record is used or disclosed.

11. Law Enforcement – The Company may disclose PHI to law enforcement for certain law enforcement purposes.

12. National Security and Intelligence Activities – The Company may disclose PHI about you to authorized federal officials for intelligence, counterintelligence, presidential protective



services and other national security activities authorized by law. If you are a member of the armed forces, we may disclose information as required by military command authorities

13. Inmates – If you are an inmate of a correctional institution or under the custody of a law enforcement official, the Company may release PHI about you to the correctional institution or law enforcement official.

14. Deaths and Organ Donation – The Company may disclose PHI regarding deaths to coroners, medical examiners and funeral directors. The Company may use and disclose PHI to entities involved in procuring, banking and transplanting organs, eyes and tissues to assist with donation or transplantation.

15. Serious Threat to Health and Safety – The Company may use and disclose PHI when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

16. Research – The Company may use and disclose PHI for research purposes if you authorize us to do so or if an institutional review board (IRB) has waived the authorization requirement. We may also review your health information to assist in the preparation of a research study or for other research purposes permitted by law.

17. Limited Data and De-Identified Data – The Company may remove most information that identifies you from a set of data and use and disclose this data set for research, public health and health care operations, provided the recipients of the data set agree to keep it confidential. We may also de-identify your PHI consistent with HIPAA and use and disclose the de-identified information for purposes permitted by law, including selling the de-identified information.

18. Workers' Compensation – The Company may disclose PHI about you for Workers' Compensation or similar programs providing benefits for work-related injuries or illness as required by state law.

NOTE ABOUT PHI RELATED TO REPRODUCTIVE HEALTHCARE: When we disclose PHI potentially related to reproductive healthcare for health oversight activities, judicial and administrative proceedings (such as court orders or subpoenas), law enforcement purposes, and to coroners or medical examiners, HIPAA requires that we obtain an attestation from the recipient verifying that the information will not be further used or disclosed for a prohibited purpose. HIPAA prohibits the use and disclosure of PHI to: (1) conduct criminal, civil, or administrative investigation into any person for the mere act of seeking, obtaining, providing, or facilitating reproductive healthcare; (2) impose criminal, civil, or administrative liability on any person for the mere act of seeking, obtaining, providing, or facilitating reproductive healthcare; or (3) identify any person for one of these purposes (such as using PHI to identify whether a person sought reproductive healthcare legally).

USES OR DISCLOSURES THAT REQUIRE YOUR AUTHORIZATION

Other uses and disclosures of PHI that are not listed above will be made only with your written authorization, which you may revoke at any time by notifying our Privacy Officer in writing. If you revoke your authorization, the Company will no longer use or disclose PHI about you for the reasons covered by your written authorization. You understand that we are unable to take back any



disclosures we have already made with your authorization, and that we are required to retain our records of the care that we provided to you. Subject to compliance with limited exceptions, we will not use or disclose psychotherapy notes, use or disclose your PHI for marketing purposes, or sell your PHI unless we obtain an authorization from you.

YOUR RIGHTS

You have the following rights with respect to your PHI:

Right to Request Restrictions - You have the right to ask us not to use/disclose your PHI for a particular reason related to treatment, payment or our operations. You may ask that family members or other individuals not be informed of specific PHI. Requests must be made in writing to our Privacy Officer. We do not have to agree to your request, unless the disclosure is to a health plan for a payment or health care operations purpose and is not otherwise required by law, and the PHI relates solely to a health care item or service for which we have been paid out-of-pocket in full.

Right to Receive Confidential Communications - You have the right to ask that we communicate with you by alternative means or at an alternative location. A request for confidential communications must be made in writing to our Privacy Officer and must state how or when you would like to be contacted. We will comply with reasonable requests.

Right to Inspect and Copy Your PHI - You have the right to request, inspect, and obtain a copy of your PHI or to direct us to send a copy of your PHI to another person designated by you. You must submit a request in writing to our Privacy Officer. We may charge a reasonable fee for the costs of copying, summarizing and/or mailing information to you. In most cases we will provide this access to you, or the person you designate, within 30 days of your request. We may deny your request under certain limited circumstances, and we will let you know in writing, if your request is denied. You may be able to request a review of our denial.

Right to Request Amendments to Your PHI - You have the right to request that we correct your PHI. You must submit your request for an amendment in writing to our Privacy Officer, if you believe that any PHI in your record is incorrect or that important information is missing. We do not have to agree to your request. If we deny your request, we will tell you why within 60 days of receiving your request. You have the right to submit a statement disagreeing with our decision. We may deny a request if we determine that the information: (1) Was not created by us, unless you provide a reasonable basis to believe that the originator of the PHI is no longer available to act on the requested amendment; (2) Is not part of the medical information that we maintain about you; (3) Is in records that you are not allowed to inspect and copy; or (4) Is already accurate and complete.

Right To An Accounting of Disclosures of Health Information - You have a right to an accounting (i.e., a list) of disclosures we have made of your PHI for the 6 years prior to your request. We are not required to include disclosures for treatment, payment or health care operations



or certain other exceptions (such as disclosures you authorize). You are entitled to 1 free accounting in any 12 month period and must submit a written request to our Privacy Officer. We may charge you for the reasonable cost of providing additional accountings within the same 12 month period. We will notify you in advance if there is an additional charge.

Right To Obtain a Copy of the Notice - You have the right to request and get a paper copy of this notice, even if you have agreed to receive the notice electronically.

If you have given another individual a medical power of attorney, or if another individual is appointed as your legal guardian or is authorized by law to act on your behalf, that individual may exercise any of the rights listed above for you. We will confirm this individual has the authority to act on your behalf before we take any action.

CHANGES TO THIS NOTICE

The Company is required to abide by the terms of our notices that are currently in effect. The Company reserves the right to change this notice. The revised or changed notice will be in effect for PHI we already have about you as well as any information we create or receive about you in the future. If we change our notice, the Company will provide a copy of the revised notice to you upon request. The Company will post a copy of the current notice on our website and have it on file at our offices.

COMPLAINTS

If you believe that your privacy rights have been violated, you may contact our Privacy Officer at Addus HealthCare, Inc. directly using the contact information below or the Secretary of the U.S. Department of Health and Human Services. You will not be retaliated against for reporting a violation of your privacy rights.

CONTACT PERSON

If you have any questions, want more information, or wish to file a complaint with us, please contact by phone, or by mail:

**Addus Privacy Officer
Addus HealthCare, Inc.
6303 Cowboys Way, Suite 600
Frisco, TX 75034
Tel: 469.535.8200**

AFFILIATES

Please note that this list may be periodically updated to reflect additional entities we acquire.

- Addus HomeCare
- A-Plus HealthCare
- Alamo Hospice



- Alamo Supportive Care
- Ambercare
- Arcadia Home Care and Staffing
- Capital City Hospice
- Day City Hospice
- Girling Personal Care
- Harrison's Hope Hospice
- Hospice of Virginia
- Hospice of Virginia Supportive Care
- House Calls of New Mexico
- JourneyCare Home Health
- JourneyCare Home Health – Chicago
- JourneyCare Hospice
- JourneyCare Palliative Care
- LifeStyle Options
- Miracle City Hospice
- Queen City Hospice
- Serenity Hospice
- Serenity Supportive Care
- Tennessee Quality Care Home Health
- Tennessee Quality Care Private Duty
- Tennessee Quality Care Hospice
- Tennessee Quality Care Palliative Care
- The Home Option