HIPAA Privacy Policy

MEDTOX Laboratories Inc. is committed to safeguarding the privacy and confidentiality of our patients' protected health information. It is our policy to be in compliance with the requirements of federal and Minnesota state law related to protecting the privacy of health information, including the Standards for Privacy of Individually Identifiable Health Information (45 CFR, Parts 160 and 164 — commonly called the "HIPAA Final Privacy Rule").

MEDTOX has compiled several policies and procedures that outline the steps that will be taken by MEDTOX to ensure compliance with the HIPAA privacy standards, effective April 14, 2003, and Minnesota state laws related to protected health information. All employees will receive appropriate training on these policies and procedures, and it is the responsibility of each individual to follow the policies and procedures in the performance of their jobs. If an employee has questions regarding the privacy policies, he/she should contact his/her supervisor and/or the HIPAA Privacy Officer.

The HIPAA Privacy Officer is responsible for developing and implementing privacy policies and procedures. The privacy officer at MEDTOX Laboratories Inc. is Susan Puskas, Vice President Quality, Regulatory Affairs & Human Resources. She can be reached at 651-628-6108 or spuskas@medtox.com.

Client complaints related to privacy are to be referred to the Quality Assurance Department and employees or others with complaints related to privacy should be referred to the Human Resources Department.

MEDTOX Laboratories' privacy notice informs our patients how their protected health information will be handled and what their rights are related to access and uses and disclosures of the information. A copy of the privacy notice is available on the MEDTOX website at www.medtox.com.

MEDTOX will use, disclose and/or provide access to protected health information only as outlined in the privacy notice and policies and procedures and with the appropriate patient authorization, when required, or as otherwise permitted or required by law.

If any employee believes that MEDTOX or an individual has violated a policy or law related to the privacy of protected health information, they should immediately contact the HIPAA Privacy Officer. MEDTOX will not retaliate against employees who report violations in good faith and will take all reasonable steps to mitigate any damages caused by such violations.