

## **HIPAA Notice of Privacy Practices**

MK Testing & Training Solutions are committed to protecting the privacy and confidentiality of your Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and applicable federal and state laws. Drug testing services are conducted in accordance with applicable federal regulations and Florida law. DOT-regulated testing follows 49 CFR Part 40 and supersedes state requirements.

### **Information MK Testing & Training Solutions Collect**

MK Testing & Training Solutions may collect, store, and process health-related and identifying information, including but not limited to:

- DNA specimens and DNA test results (legal and non-legal)
- Urine specimens for drug and alcohol testing
- DOT-regulated testing documentation
- Chain-of-custody forms
- Medical review officer (MRO) communications
- Identity verification documents
- Appointment, service, and compliance records

### **How Information Is Used**

PHI is used solely for legitimate business and regulatory purposes, including:

- Specimen collection and processing
- DNA testing (peace-of-mind, legal, immigration, or court-admissible)
- DOT and non-DOT drug and alcohol testing
- Verification of identity and consent
- Reporting results to authorized parties
- Compliance with federal, state, DOT, and regulatory requirements

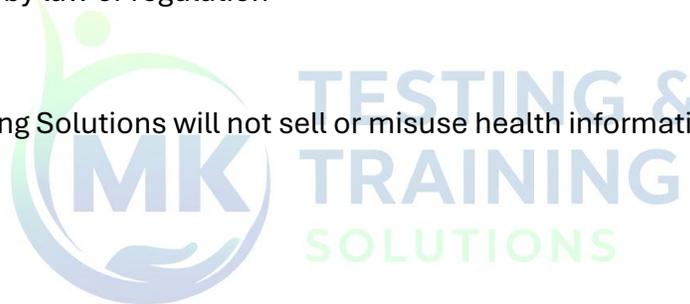
- Coordination with certified laboratories and Medical Review Officers

### **Disclosure of Information**

PHI may be disclosed only:

- To certified and accredited laboratories
- To employers or third-party administrators with proper authorization
- To courts, attorneys, USCIS, or government agencies when legally required
- To Medical Review Officers for DOT testing
- With written consent from the individual
- As required by law or regulation

MK Testing & Training Solutions will not sell or misuse health information.



### **Individual Rights**

You have the right to:

- Access and request copies of your records
- Request corrections
- Request restrictions on certain disclosures
- Receive an accounting of disclosures
- File a privacy complaint without retaliation

### **Safeguards**

MK Testing & Training Solutions implement administrative, physical, and technical safeguards including:

- Restricted access to records

- Secure electronic storage
- Locked physical files
- Chain-of-custody protocols
- Confidential staff training

### **Retention & Destruction**

Health and testing records are retained according to federal and state law and securely destroyed when retention requirements expire.

### **Breach Notification**

In the event of a breach involving PHI, affected individuals will be notified in accordance with HIPAA and applicable regulations.

