

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

The terms of this Notice of Privacy Practices apply to Baylor Scott & White Medical Center – Lakeway (“BSWMCL”) and each of its subsidiaries, affiliates, and entities managed or controlled by BSWMCL, including the business office and its employees. All of the entities will share personal health information of patients as necessary to carry out treatment, payment, and health care operations as permitted by law.

Your Health Information Rights

Although your health record is the property of Hospital, the information belongs to you. You have the following rights regarding medical information we maintain about you:

■ Right to Inspect and Copy:

You have the right to inspect and copy medical information as provided by law.

■ Right to Amend

You may ask us to amend the information as provided by law. We will notify you if we are unable to grant your request to amend your health record.

■ Right to Accounting of Disclosures:

You have the right to request an “accounting of disclosures” as provided by law.

■ Right to Request Restrictions:

You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations and as to disclosures permitted to persons, including family members involved with your care and as provided by law. However, we are not required to agree to your request.

■ Right to Request Confidential Comm:

You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. We will accommodate all reasonable requests.

■ Right to a Paper Copy of this Notice:

You have the right to a paper copy of this notice upon request.

■ Right to Revoke Authorization:

You have the right to revoke your authorization to use or disclose health information except to the extent that action has already been taken.

Our Responsibilities

■ BSWMCL is required to by law:

- Maintain the privacy of your health information
- Provide you notice of our legal duties and privacy practices with respect to information we collect and maintain about you
- Abide by the terms of this notice
- Notify you if we are unable to grant a requested restriction.

- Accommodate reasonable request you may have to communicate health information by alternative means or locations.

Uses and Disclosures of Your Personal Health Information

Except as outlined below, BSWMCL will not use or disclose your personal health information for any purpose other than treatment, payment, or health care operations unless you have signed a form authorizing the additional use or disclosure. You have the right to revoke such authorization in writing unless we have taken any action in reliance on such authorization.

■ Treatment:

With your agreement, BSWMCL will make uses and disclosures of your personal health information as necessary for your treatment.

■ Payment:

With your agreement, BSWMCL will make uses and disclosures of your personal health information as necessary for payment purposes. **Health Care**

■ Operations:

With your agreement, BSWMCL will use and disclose your personal health information as necessary, and as permitted by law, for BSWMCL’s health care operations, which may include clinical improvement, professional peer review, business management, accreditation and licensing, etc.

■ Individuals Involved In Your Care:

If you are unavailable, incapacitated, or facing an emergency medical situation and BSWMCL determines that a limited disclosure may be in your best interest, BSWMCL may share limited personal health information with involved individuals without your approval. BSWMCL may also disclose limited personal health information to a public or private entity that is authorized to assist in disaster relief efforts in order for that entity to locate a family member or other persons that may be involved in some aspect of caring for you.

■ Business Associates:

Certain aspects and components of BSWMCL’s services are performed through contracts with outside persons or organizations, such as auditing, accreditation and licensing, outcomes data collection, legal services, etc.

■ Appointments and Services:

BSWMCL may contact you to provide appointment reminders or information about your treatment or other health-related benefits and services that may be of interest to you. You have the right to request and BSWMCL will accommodate, to the best of its ability

reasonable requests by you to receive communications regarding your personal health information from BSWMCL by alternative means or at alternative locations. You may make your requests by sending your name and address to the address listed below.

■ Research:

In limited circumstances, BSWMCL may use and disclose your personal health information for research purposes. In all cases where your specific authorization is not obtained, your privacy will be protected by the strict confidentiality requirements applied by an Institutional Review Board, which oversees the research, or by representations of the researchers that limit their use and disclosure of patient information.

■ Other Uses and Disclosures:

BSWMCL is permitted and/or required by law to make certain other uses and disclosures of your personal health information without your consent or authorization for the following:

- Any purpose required by law.
- Public health activities, such as required reporting of disease, injury, birth and death, or required public health investigations.
- Suspected child abuse or neglect; or a belief that you are a victim of abuse, neglect, or domestic violence.
- To the food and drug administration to report adverse events, product defects, or to participate in product recalls.
- To your employer when ILRMC has provided health care to you at the request of your employer.
- To a government oversight agency conducting audits, investigations, or civil or criminal proceedings.
- Court or administrative ordered subpoena or discovery requests.
- To law enforcement officials as required by law to report wounds, injuries, and crimes.
- To coroners and/or funeral directors, as consistent with the law.
- If necessary to arrange an organ or tissue donation from you or a transplant for you.
- If you are a member of the military, BSWMCL may also release your personal health information for national security or intelligence activities.
- To workers’ compensation agencies for workers’ compensation benefit determination.

FOR FURTHER INFORMATION:

If you have questions or need to obtain a revised copy of this Notice, you may contact the Hospital Administrator, Baylor Scott & White Medical Center – Lakeway, 100 Medical Parkway, Lakeway, Texas 78738.