

NOTICE OF PRIVACY PRACTICES

This notice relates to the Blood & Tissue Center of Central Texas, Medical Service Bureau, Travis County Medical Society and Project Access individually, as applicable. Each entity is separately referred to herein as an Affiliated Medical Organization (AMO).

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.

By law, the AMO is required to protect the privacy of your protected health information. The AMO is required to give you this notice to tell you how the AMO may use and give out ("disclose") your protected health information held by the AMO. The AMO is also required to adhere to the Notice currently in effect.

The AMO must disclose your protected health information:

- To you, to someone you name ("designate"), or someone who has the legal right to act for you (your personal representative);
- To the Secretary of the Department of Health and Human Services, if necessary, to make sure your privacy is protected; and
- Where required by law.

The AMO has the right to use and give out your protected health information to pay for your health care and to operate the AMO program. For example:

- The AMO may use your protected health information to pay or deny your claims.
- The AMO may use your protected health information to make sure you get quality health care.
- The AMO may use your protected health information to provide customer services to you, or to resolve any complaints you may have.

The AMO may use or give out your protected health information for the following purposes under limited circumstances:

- To State and Federal agencies that have the legal right to receive data;
- For public health activities (such as reporting disease outbreaks);
- For government health care oversight activities (such as fraud and abuse investigations);
- For judicial and administrative proceedings (such as in response to a court order);
- For law enforcement purposes (such as providing limited information to locate a missing person);
- For research studies that meet all privacy law requirements (such as research related to the prevention of disease or disability);
- To avoid a serious and imminent threat to health or safety;
- To contact you about new or changed benefits;
- To create a collection of information that can no longer be traced back to you (such as for making decisions about additional services we may want to evaluate).

- To contact you about donating blood. (If you wish to be removed from our list of possible donors, we will accommodate your request.) and
- To share information with business associates who perform certain duties on the AMOs behalf, such as billing or appointment reminders.

By law, we must have your written permission (an "authorization") to use or give out your medical information for any purpose that isn't set out in this Notice. You may take back ("revoke") your written permission at any time, unless the AMO has already acted based on your permission.

By law, you have the right to:

- See and get a copy of your protected health information held by the AMO;
- Request your protected health information be amended if you believe that it is wrong or if information is missing;
- Get a list of those who have accessed your health information, as required by law;
- Ask the AMO to communicate with you in a different manner or at a different place (for example, by sending materials to a post office box instead of your home address);
- Ask the AMO to limit how your protected health information is used and given out to pay your claims;
- Get a letter that tells you about any breach of your protected health information ("breach notification");
- Get a separate paper copy of this Notice;
- Speak to the Privacy Officer about any questions, concerns, exercising your privacy rights or to make a complaint about the AMO's privacy practices. The Privacy officer can be reached by calling (512) 206 1112.
- File a complaint with the Secretary of the Department of Health and Human Services (HHS).

The AMO's reserve the right to change the terms of the Notice and to make the new Notice effective for all the protected information maintained. A revised Notice will be posted on the AMO's web site no later than the date on which it becomes effective. The effective date of this Notice is April 18th, 2016.