



# UTHealth East Texas

**Effective Date: October 8, 2018**

## **NOTICE OF HEALTH INFORMATION PRIVACY PRACTICES.**

**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.**

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**If you have any questions about this joint notice, please contact our Division Privacy Officer at 903-596-3629 or write to P. O. Box 6400, Tyler, TX 75711.**

Protected health information is stored electronically and is subject to electronic disclosure.

### **This Notice Describes Our Practices And Those Of:**

- Any medical staff member and any healthcare professional who participates in your care.
- Any volunteer we allow to help you while you are here.
- All employees of any hospital, clinic, laboratory or other facility affiliated with UT Health East Texas.

All of these people follow the terms of this notice. They also may share health information that identifies you (also known as “protected health information”) with each other for treatment, payment or healthcare operations as described in this notice.

### **Our Pledge Regarding Health Information:**

We understand that health information about you and your health is personal. We are committed to protecting health information about you. This notice will tell you about the ways that we may use and disclose health information about you. This notice also describes your rights and certain obligations we have regarding the use and disclosure of protected health information. We are required to comply with any state laws that offer a patient/plan member additional privacy protections.

### **We Are Required By Law To:**

- Maintain the privacy of health information that identifies you.
- Give you and other individuals this notice of our legal duties and privacy practices with respect to protected health information.
- Follow the terms of the notice that is currently in effect.
- Notify affected individuals in the event of a breach involving unsecured protected health information.

### **How We May Use And Disclose Your Health Information:**

- **For Treatment.** We may use and disclose your health information to provide you with medical treatment or services. For example, a healthcare provider, such as a physician, nurse or other person providing health services will access your health information to understand your medical condition and history. Healthcare providers also will record actions taken by them in the course of your treatment and note how you respond to the actions. This information is necessary for healthcare providers to determine what treatment you should receive and to coordinate your care.

- **For Payment.** We may use and disclose your health information for purposes of receiving payment for treatment and services that you receive. For example, we may disclose your information to health plans or other payors to determine whether you are enrolled with the payor or eligible for health benefits or to submit claims for payment. The information on our bill may contain information that identifies you, your diagnosis and treatment or supplies used in the course of treatment. We may provide health information to entities that help us submit bills and collect amounts owed, such as a collection agency.
- **For Healthcare Operations.** We may use and disclose your health information for operational purposes. For example, your health information may be used by, and disclosed to, members of the medical staff, risk or quality improvement personnel and others to evaluate the performance of our staff, to assess the quality of care and outcomes in your case and similar cases, to learn how to improve our facilities and services, for training, to arrange for legal or risk management services and to determine how to continually improve the quality and effectiveness of the healthcare we provide.
- **Health Information Exchange.** We may participate in one or more health information exchanges or other health information registries and may use and disclose your health information through these exchanges for certain purposes described in this notice. For example, we may disclose your health information to or obtain your health information from other participants in health information exchanges that have treated you in order to coordinate your care. We also may disclose or obtain your health information through a health information exchange for quality assessment or improving health and reducing healthcare costs. We may disclose your health information to an electronic health information registry to report certain diseases or for other public health purposes. To opt-out of this health information exchange, please contact the Division Privacy Officer.
- **Organized Health Care Arrangement (OHCA).** UT Health East Texas and other affiliated members of UT Health East Texas participate in OHCA in order to share health information to manage joint operational activities. We may use and disclose your health information to provide treatment, payment, or healthcare operations for the affiliated members and included activities such as integrated information system management, health information exchange, insurance, financial and billing services, quality improvement and risk management activities.
- **Facility Directory.** Unless you object, we may include you in the facility directory. This information may include your name, location in the facility, general condition (e.g. fair, stable, etc.) and religious affiliation. We may give your directory information, except for religious affiliation, to people who ask for you by name. Unless you object, your religious affiliation and other directory information may be released to members of the clergy, even if they do not ask for you by name. To opt-out of the facility directory, please contact the Division Privacy Officer.
- **Others Involved In Your Care.** We may disclose relevant health information to a family member, friend or anyone else you designate in order for that person to be involved in your care or payment related to your care. We may also disclose health information to those assisting in disaster relief efforts, so that others can be notified about your condition, status and location.
- **Fundraising.** We may use your health information, or disclose your health information such as your demographics and other service-related information to a foundation related to us for UT Health East Texas' fundraising efforts. We do not condition treatment or payment for services on an individual's participation in fundraising. To opt-out of fundraising, please contact the Division Privacy Officer.
- **Required By Law.** We may use and disclose information 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 such information to determine that we are complying with federal privacy law.
- **Reporting Abuse, Neglect or Domestic Violence.** We may disclose health information to an appropriate government authority, including a protective services agency, if we believe an individual is the victim of abuse, neglect or domestic violence. We will inform the individual that we have made such a report, unless we believe that doing so would place the individual at serious risk of harm. We will make such reports only as required or authorized by law, or if the individual agrees.
- **Public Health.** Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities (e.g., state health department, Centers for Disease Control, etc.) to prevent or control disease, injury or disability or for other public health activities.
- **Law Enforcement Purposes.** Subject to certain restrictions, we may disclose information needed or requested by law enforcement officials.

- **Judicial And Administrative Proceedings.** We may disclose information in response to an appropriate subpoena, discovery request or court order.
- **Health Oversight Activities.** We may disclose your health information to a health oversight agency for activities authorized by law, such as audits, investigations and inspections to monitor the healthcare system.
- **Decedents.** Health information may be disclosed to funeral directors, medical examiners or coroners to enable them to carry out their lawful duties.
- **Organ/Tissue Donation.** Your health information may be used or disclosed for cadaveric organ, eye or tissue donation purposes.
- **Research.** We may use or disclose your health information for research purposes after a receipt of authorization from you or when an institutional review board (IRB) or privacy board has waived the authorization requirement by its review of the research proposal and has established protocols to ensure the privacy of your health information. We also may review your health information to assist in the preparation of a research study.
- **Health And Safety.** Your health information may be disclosed to avert a serious threat to the health and safety of you or any other person pursuant to applicable law.
- **Government Functions.** Your health information may be disclosed for specialized government functions such as protection of public officials or reporting to various branches of the armed services.
- **Workers' Compensation.** Your health information may be used or disclosed in order to comply with laws and regulations related to Workers' Compensation.
- **Business Associates.** We may disclose your health information to business associates (individuals or entities that perform functions on our behalf) provided they agree to safeguard the information.
- **Other Uses And Disclosures.** We may contact you to provide appointment reminders or for billing or collections and may leave messages on your answering machine, voice mail or through other methods. Except for uses and disclosures described above, we will only use and disclose your health information with your written authorization. Subject to compliance with limited exceptions, we will not use or disclose psychotherapy notes, use or disclose your health information for marketing purposes but as permitted by law or sell your health information unless you have signed an authorization. You may revoke an authorization by notifying us in writing, except to the extent we have taken action in reliance the authorization.

### **Your Health Information Rights:**

You have the right to:

- Obtain a paper copy of this notice of information practices upon request, even if you have previously agreed to receive this notice electronically.
- Inspect and obtain a copy of your health information that we maintain or direct us to send a copy of your health information to another person designated by you in writing. In most cases we will provide this access to you, or the person you designate, within 30 days of your request.
- Request an amendment to your health information if you think it is incorrect or incomplete. We may say "no" to your request, but we will tell you why within 60 days of receiving your request.
- Request a confidential communication of your health information by alternative means or at alternative locations. Please be advised that this request for alternative means or locations of communications applies only to this provider or location.
- Receive an accounting (a list) of the disclosures we have made of your health information for the six years prior to your request, except for certain disclosures that we are not required to include (such as disclosures that you have authorized us to make). We also will include in the list the reason for the disclosure and the recipient. We will provide one accounting per year at no charge, but if you ask for additional accountings within the same 12-month period, we may charge a reasonable, cost-based fee.
- Request a restriction on certain uses and disclosures of your information. We are not required to agree to a requested restriction except for requests to limit disclosures to your health plan for purposes of payment or healthcare operations when you have paid for the item or service covered by the request out-of-pocket and in full and when the uses or disclosures are not required by law.

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.

To exercise any of these rights, please contact the Division Privacy Officer.

**Changes To This Notice:**

We reserve the right to change the terms of this notice and make the new terms effective for all protected health information kept by UT Health East Texas. We will post a copy of the current notice in our facility and on our website, <http://www.UTHealthEastTexas.com>. You may also get a current copy by contacting the Division Privacy Officer. The effective date of the notice is on the top of page one.

**Complaints:**

If you believe your privacy rights have been violated, you may file a complaint with UT Health East Texas or with the Secretary of the U. S. Department of Health and Human Services. To file a complaint with UT Health East Texas, submit your written complaint to our Division Privacy Officer at the address on the front of this notice. You will not be penalized for filing a complaint.

**UT Health Tyler**

1000 S. Beckham Ave.  
Tyler, TX 75701  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health East Texas  
Rehabilitation Hospital**

701 Olympic Plaza Circle  
Tyler, TX 75701  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health Athens**

2000 S. Palestine St.  
Athens, TX 75751  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health Henderson**

300 Wilson St.  
Henderson, TX 75652  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health Pittsburg**

2701 Hwy. 271  
Pittsburg, TX 75686  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health East Texas Behavioral  
Health Center**

4101 University Blvd.  
Tyler, TX 75701  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health East Texas EMS**

352 S Glenwood Blvd.  
Tyler, TX 75702  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health East Texas Home Health**

1000 S. Beckham Ave.  
Tyler, TX 75701  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health North Campus Tyler**

11937 US Hwy. 271  
Tyler, TX 75766  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health East Texas Specialty  
Hospital**

1000 S. Beckham Ave., 5th Floor  
Tyler, TX 75701  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health Carthage**

409 Cottage Road  
Carthage, TX 75633  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health Jacksonville**

501 S. Ragsdale St.  
Jacksonville, TX 75766  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health Quitman**

117 N. Winnsboro St.  
Quitman, TX 75783  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)

**UT Health East Texas Physicians**

1000 S. Beckham Ave.  
Tyler, TX 75701  
Phone: 800-688-3144  
Email: [PrivacyOffice@uthet.com](mailto:PrivacyOffice@uthet.com)



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East Texas