



Martin County Hospital District
NOTICE OF PRIVACY PRACTICES

Effective Date: May 14, 2024

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW CAN YOU ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

If you have any questions about this notice, please contact the privacy officer:

Angela Newton
600 Interstate 20 East
Stanton, Texas 79782

THAT WILL FOLLOW THIS NOTICE.

This notice describes the practices of Martin County Hospital District and:

- ☐ Any medical professional authorized to enter information into your medical record.
- ☐ All departments and units of the Martin County Hospital District.
- ☐ We allow any member of a volunteer group to assist you while you are a patient of Martin County Hospital District.
- ☐ All employees, staff and other personnel of Martin County Hospital District.

OUR COMMITMENT REGARDING MEDICAL INFORMATION:

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive from Martin County Hospital District. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all records of your care generated by Martin County Hospital District, whether made by Martin County Hospital District or another provider to whom you have been referred. Other doctors outside of Martin County Hospital District that you may see in the course of your treatment may have different policies or notices regarding the use and disclosure of your medical information created in the doctor's office or a doctor's clinic.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

Martin County Hospital District is required by law to:

- ☐ Ensure that any medical information that identifies you is kept private;
- ☐ Give you this notice of our legal duties and privacy practices with respect to medical information about you;
- ☐ Comply with the terms of the notice that is currently in effect
- ☐ Notify you if we are unable to agree to a requested restriction; and
- ☐ Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU:

The following categories describe different ways we use and disclose your medical information. For each category of uses or disclosures we will explain what it means and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways you allow us to use and disclose information will fall within one of the categories. Martin County Hospital District creates electronic health records and may receive electronic health records and any electronic health records of yours are subject to disclosure for the purposes set forth below.

☐ For treatment. We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical students or other hospital personnel who are involved in taking care of you. For example, a doctor treating you for a broken leg may need to know if you have diabetes because diabetes can slow the healing process. Additionally, the doctor may need to tell the dietician if you have diabetes so that we can arrange appropriate meals. Different hospital departments may also share medical information about you to coordinate different things you need, such as prescriptions, lab work, and x-rays. We may also disclose medical information about you to people outside the hospital who may be involved in your medical care after you leave the hospital, such as doctors or other health care providers who are involved in your care.

☐ Payment. We may use and disclose medical information about you so that the treatments and services you receive at Martin County Hospital District may be billed to and payment may be collected from you, an insurance company or a third party. For example, we may need to give your doctor information about treatment you received at Martin County Hospital District so your health plan can pay us or reimburse you for the care. We will also tell your health plan about a treatment or service you will receive to obtain prior approval or to determine whether your plan will cover the treatment.

☐ For health care operations. We may use and disclose medical information about you for Martin County Hospital District operations. These uses and disclosures are necessary to run Martin County Hospital District and make sure all of our patients receive quality care. For example, we may use medical information to review our treatment and services and to evaluate the performance of our staff in caring for you. We may also combine medical information about many patients to decide what additional services Martin County Hospital District should offer, what services are not needed, and whether certain new treatments are effective. We may also disclose information to doctors, nurses, technicians, medical students and other Martin County Hospital District personnel for their review and learning purposes. We may also combine the medical information we have with medical information from other health care providers to compare how we are doing and see where we can make improvements in the care and services we offer. We may remove information that identifies you from this set of medical information so others may use it to study health care delivery and health care without learning specific patients.

☐ Reminders. We may use and disclose medical information to contact you as a reminder that you have an appointment for medical care.

☐ Treatment alternatives. We may use and disclose your medical information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

☐ Health-related services and benefits. We may use and disclose medical information to tell you about health-related benefits or services that may be of interest to you.

☐ Fundraising activities. We may use medical information about you to contact you in an effort to raise funds for its operations and the Martin County Hospital District. We may disclose medical information to a Foundation related to Martin County Hospital District so that the Foundation may contact you to raise funds for Martin County Hospital District. We will only release contact information; such as your name, address and telephone number and the dates you received treatment or services at Martin County Hospital District. You have the right to opt out of receiving such communications. If you do not want the Martin County Hospital District to contact you for fundraising purposes, you must notify the Privacy Officer in writing.

☐ Individuals involved in your care or payment for your care. We may disclose medical information about you to a friend or family member who is involved in your medical care. We may also give information to someone who helps pay for your care. Additionally, we may disclose medical information about you to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location.

☐ Research. Under certain circumstances, we may use and disclose medical information about you for research purposes. For example, a research project may involve comparing the health and recovery of all

patients who received one medication to those who received another, for the same condition. All research projects, however, are subject to a special approval process. This process evaluates a proposed research project and its use of medical information, attempting to balance research needs with patients' need for the privacy of their medical information. Before we use or disclose medical information for research, the project will have been approved through this research approval process, but we may, however, disclose medical information about you to people preparing to conduct a research project, for example. For example, helping them search for patients with specific medical needs, as long as the medical information they review does not leave the Martin County Hospital District. We will almost always ask for your specific permission if the researcher will have access to your name, address, or other information that reveals who you are, or will be involved in your care with Martin County Hospital District.

☐ As required by law. We will disclose medical information about you when required to do so by federal, state or local law.

☐ To avoid a serious threat to health or safety. We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone capable of helping prevent the threat.

☐ Organ and tissue donation. If you are an organ donor, we may disclose medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

☐ Compensation. We may disclose medical information about you for workers' compensation or similar programs. These programs provide benefits for illness or accidents at work.

☐ Public health activities. We may disclose medical information about you for public health activities. These activities generally include the following:

- To prevent or control disease, injury or disability;
- Report births and deaths;
- To report child abuse or neglect;
- To report reactions to medications or problems with products;
- To notify people of recalls of products they may be using;
- To notify a person who may have been exposed to a disease or may be at risk of contracting or spreading a disease or condition;
- Notify the appropriate government authority if we believe a patient has been a victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.
- To notify a school regarding proof of vaccination for a student or future students if appropriate permission is given.

☐ Health supervision activities. We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections and licensing. These activities are necessary for the government to control the health system, government programs, and compliance with civil rights laws.

☐ Trials and other judicial procedures. If your medical records are necessary for a lawsuit or other legal proceeding, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request or other lawful process by someone else involved in the process, but only if efforts have been made to tell you about the request or to obtain an order protecting the information. requested.

☐ Law Enforcement. We will disclose medical information if asked to do so by a law enforcement official:

- In response to a court order, subpoena, court order, subpoena or similar process;
- To identify or locate a suspect, fugitive, material witness, or missing person;

- With respect to the victim of a crime if, under certain limited circumstances, we are able to obtain an agreement from the person;
- About a death that we believe may be the result of criminal conduct;
- Concerning criminal conduct in the Martin County Hospital District; and
- In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

☐ Coroners, medical examiners and funeral directors. We may disclose medical information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also disclose medical information about patients of MARTIN COUNTY HOSPITAL DISTRICT to funeral directors as necessary to carry out their duties.

☐ Intelligence and national security activities. We may disclose medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

☐ Protective services for the President and others. We may disclose medical information about you to authorized federal officials so they can provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.

☐ Inmates. If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may disclose medical information about you to the correctional institution or law enforcement official. This version would be required (1) by the institution to provide you with medical care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT 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 that may be used to make decisions about your care, including in some cases, electronic medical records. Generally, this includes medical and billing records, but does not include psychotherapy notes.

To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to the privacy officer. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed. Another licensed health professional chosen by Martin County Hospital District will review your application and the denial. The person conducting the review will not be the person who denied your request. We will be satisfied with the result of the review.

☐ Right to amend. If you believe that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment while the information is maintained by or for the Martin County Hospital District.

To request an amendment, your request must be made in writing and sent to the privacy officer. Additionally, you must provide a reason to support your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. Additionally, we may deny your request if you ask us to amend information that:

- It was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- It is not part of the medical information maintained by or for the Martin County Hospital District;
- It is not part of the information that would be permitted to be inspected and copied; either
- It is accurate and complete.

☐ Right to access accounting. You have the right to request an "accounting of disclosures." This is a list of disclosures of medical information about you.

To request this list or accounting of disclosures, you must submit your request in writing to the Privacy Officer. Your request must state a time period, which cannot be more than six years and cannot include dates before April 14, 2003. Your request must state what form you want the list in (for example, on paper, electronically). The first list you request within a 12-month period will be free. For additional lists, we may charge you the costs of providing the list. We will notify you of the costs involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

☐ 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. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you can ask that we not use or disclose information about your care.

We are not required to agree to your request, unless you are asking us to restrict the use and disclosure of your protected health information to a health plan for payment or health care operations purposes and you want to restrict such information is not required by the law to be disclosed and relates only to a health care item or service for which you have paid us "out of pocket" in full. If we agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

To request restrictions, you must make your request in writing to the privacy officer. In your request, you must tell us (1) What information you want to limit; (2) If you want to limit our use, disclosure, or both; and (3) to whom you want the limits to apply, for example, disclosures to your spouse.

☐ Right to request confidential communications. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can request that we only contact you at work or by mail.

To request confidential communications, you must make your request in writing to the privacy officer. We will not ask you for the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

☐ Right to a paper copy of this notice. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

You may obtain a copy of this notice on our website at martincountyhospital.org.

To obtain a paper copy of this notice, Martin County Hospital District, Attn: Privacy Officer, P.O. Box 640, Stanton, Texas 79782.

CHANGES TO THIS NOTICE:

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current notice in the waiting room. Additionally, each time you register at the front desk for inpatient or outpatient treatment or health care services, we will provide you with a copy of the current notice in effect.

CLAIMS:

If you believe that your privacy rights have been violated, you may file a complaint with the Martin County Hospital District or the Secretary of the Department of Health and Human Services. To learn how to file a complaint with Martin County Hospital District, you may contact the Privacy Officer at (432) 607-3609. All complaints must be submitted in writing.

You will not be penalized or retaliated against for filing a complaint.

OTHER USES OF MEDICAL INFORMATION:

The following uses and disclosures of your protected health information will be made only with your written authorization:

☐ any use or disclosure of psychotherapy notes, except:

- to carry out the following treatment, payment or health care operations:
 - creator's use of psychotherapy notes for treatment;
 - use or disclosure by the covered entity for its own training programs in which mental health students, interns, or practitioners learn under supervision to practice or improve their skills in group, ensemble, family, or individual counseling; either
 - use or disclosure by the covered entity to defend itself in a legal action or other proceeding brought by the individual; and
- other specific uses or disclosures require or authorization by law as described below.
- ☐ uses and disclosures of protected health information for marketing, except if the communication is in the form of:
 - a face-to-face communication made by a covered entity to an individual; either
 - A promotional gift of nominal value provided by the covered entity.
- ☐ Disclosures that constitute a sale of your protected health information
- ☐ Other uses and disclosures of medical information not covered in this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your authorization, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care we provided to you.
