

MARYMOUNT UNIVERSITY STUDENT HEALTH CENTER NOTICE OF PRIVACY PRACTICES

Effective Date: August 1, 2016



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.

OUR PLEDGE REGARDING MEDICAL INFORMATION:

We understand that your health information is personal. We are committed to keeping information about you and your health private. This privacy practice document describes:

- ◆ The ways we may use and disclose medical information about you and your health
- ◆ Your rights regarding medical information about you and your health
- ◆ Our duties regarding medical information about you and your health

WE ARE REQUIRED BY LAW TO:

- ◆ Make sure that your medical information is kept private
- ◆ Give you this notice of our legal duties and privacy practices
- ◆ Notify you of a breach of unsecure medical information

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU WITHOUT PRIOR AUTHORIZATION:

Required uses and disclosures: Marymount University Student Health Center is required to disclose your health information when you request to view the health information we have collected about you. The Secretary of Health and Human Services may request your health information for the purpose of determining our compliance with these privacy practices.

To provide treatment: The Student Health Center may use your health information to provide your medical care. This may include sharing your health information with other health care providers to whom you might be referred. We may also share your health information with other health care providers to coordinate your care. This might include, but is not limited to, pharmacists, suppliers of medical equipment or family members you have designated to receive such information.

To obtain payment: The Student Health Center may use and/or disclose your health information when submitting claims to your insurance companies or other third parties in order to receive payment for the health care we provide.

For health care operations: We may also use and/or disclose your health information when conducting our own business operations when this is necessary to provide quality care for our patients. Such health care operations may include, but is not limited to, quality assessments and improvement activities, activities designed to improve quality of care, professional review and performance evaluations, business planning or development and administrative activities.

When legally required: The Student Health Center will disclose your health information when required to do so by any federal, state, or local law.

When there are risks to the public health: As required by law, we may disclose your health information with public health authorities to: prevent or control disease, injury, or disability, report communicable diseases or infection exposure such as HIV, tuberculosis, and hepatitis, report medical device safety issues and adverse events to the Federal Food and Drug Administration; and report vital events such as births and deaths.

To report abuse or domestic violence: The Student Health Center may also report your health information to government or legal authorities if we believe, in good faith, that abuse or domestic violence has occurred. This disclosure of your health information will occur only if required by law to do so or after you have agreed to the disclosure.

To conduct health oversight activities: We may disclose your health information to a health oversight agency for the purpose of audits, inspections, licensure actions or criminal investigations. We may not disclose your health information if you are the subject of an investigation and your health information is not directly related to your receipt of health care or public benefits.

For judicial and administrative proceeding: The Student Health Center may disclose your health information in response to a court order or an authorized administrative tribunal. We will make reasonable efforts to notify you of such a request.



For law enforcement activities: We may disclose your health information to law enforcement officials as required by law for reporting of certain wounds (such as stab wounds), to help identify or locate a suspect, witness, or missing person or if you are the victim of a crime or there is an emergency to report a crime.

To coroners, funeral directors or organ procurement organizations: The Student Health Center may also disclose your health information to a coroner or medical examiner to determine a cause of death or for other duties; to funeral directors to help carry out their duties; and to organ procurement organizations for the purpose of facilitating donation and transplantation.

In the event of a serious threat: The Student Health Center may also disclose your health information if we believe in good faith that such disclosure is necessary due to a serious threat to your health or safety.

For specialized government functions: We may also disclose your health information for specialized government functions such as relating to national security, medical suitability determinations, inmates and law enforcement custody.

For workman's compensation: We may disclose your health information to workers' compensation, as required by workers' compensation laws or other similar programs. These programs provide benefits for work-related injuries or illnesses.

Disaster Relief Efforts. We may use or disclose your health information to a public or private entity authorized by law or by its charter to assist in disaster relief efforts, for the purpose of coordinating with such entity in the notification of your family member, personal representative or another person responsible for your care.

YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU:

THE FOLLOWING IS A LIST OF YOUR RIGHTS REGARDING HEALTH INFORMATION WE MAINTAIN ABOUT YOU AND HOW YOU MAY EXERCISE THESE RIGHTS:

- ◆ The right to get a copy of the Student Health Center Notice of Privacy Practices.
- ◆ The right to inspect and copy your health records.
- ◆ The right to request restrictions on your health record. However, the Student Health Center is not required to agree to the requested restriction.

- ◆ The right to receive confidential information at a second address or fax.
- ◆ The right to ask your provider to amend your health records. The Student Health Center is not required to agree to the amendment.
- ◆ The right to an accounting of disclosures of your records.
- ◆ The right to revoke any authorization. This must be done in writing and given to the Privacy Officer.

COMPLAINTS:

If you believe your privacy rights have been violated, you may file a complaint with Student Health Center or with the Secretary of the Department of Health and Human Services.

You may complain at any time to our Privacy Officer or to the Secretary of Health and Human Services if you believe your privacy rights have been violated. Any complaint should be made in writing. We encourage you to voice any concerns you have regarding our privacy practices and we will not retaliate against you for filing a complaint.

To file a complaint with the Office of Civil Rights, Department of Health & Human Services, contact them at 200 Independence Ave., S.W., Washington, D.C. 20201.

NOTICE CHANGES:

We reserve the right to change this Notice. We reserve the right to make the revised or changed Notice effective for health information we already have about you and any health information we receive in the future. Current copies of this notice will be available at registration locations. The current notice will also be posted at our web site. The effective date of the notice will be posted on the first page.

IF YOU HAVE QUESTIONS ABOUT THIS NOTICE:

Our Privacy Officer is the contact person for Marymount University Student Health Center to whom you may direct any questions, submit special requests or file a complaint. The Privacy Officer may be contacted by calling 703-284-1610, or in writing to Marymount University Student Health Center, 2807 North Glebe Road, Arlington VA 22207.