

# NOTICE OF PRIVACY PRACTICES

## Forty Acres Pharmacy

### THIS NOTICE DESCRIBES HOW PRESCRIPTION AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

**PURPOSE:** Forty Acres Pharmacy and its professional staff, employees, and trainees follow the privacy practices described in this Notice. Forty Acres Pharmacy keeps your medication records that will be maintained and protected in a confidential manner, as required by law. Please note that in order to provide you with the best possible care and treatment all professional staff involved in your treatment and employees involved in the health care operations of the agency have access to your records. Forty Acres Pharmacy and University Health Services (UHS) work closely together and collaborate to provide the best services for our patients, therefore, limited information about your prescriptions will be shared with UHS health care providers. This sharing of information is done for your safety and to facilitate the continuity of your care.

### HOW WILL THE Forty Acres Pharmacy USE MY PROTECTED HEALTH INFORMATION?

Your protected health information will be retained by the Forty Acres Pharmacy for a time period required by law after your last contact with the pharmacy. After that time has elapsed, the record will be destroyed in a way that protects your privacy.

Until the records are destroyed they may be used, unless you ask for restrictions on a specific use or disclosure, for the following purposes:

- Refill reminders;
- Notification when a refill is not valid;
- As may be required by law;
- For public health purposes such as reporting of child or elder abuse or neglect; reporting reactions to medications; infectious disease control; notifying authorities of suspected abuse, neglect, or domestic violence (if you agree or as required by law);
- Pharmacy oversight activities, e.g., audits, inspections or investigations of administration and management of Forty Acres Pharmacy;
- Lawsuits and disputes (We will attempt to provide you advance notice of subpoena before disclosing information from your record.);
- Law enforcement (e.g., in response to a court order or other legal process) to identify or locate an individual being sought by authorities; about victim of a crime under restricted circumstances; about a death that may be the result of criminal conduct; about criminal conduct that occurred in the Pharmacy; when emergency circumstances occur relating to a crime;
- To prevent a serious threat to health or safety;
- To carry out treatment and health care operations functions through medical transcription services;
- To military command authorities if you are a member of the armed forces or a member of a foreign military authority;
- National security and intelligence activities;
- Protection of the President or other authorized persons for foreign heads of state, or to conduct special investigations.
- Alcohol and drug abuse information has special privacy protections. Forty Acres Pharmacy will not disclose any protected health or medical information relating to a client's substance abuse treatment unless: (i) the client consents in writing; (ii) a court order requires disclosure of the information; (iii) medical personnel need the information to meet a medical emergency; (iv) qualified personnel use the information for the purpose of conducting research, management audits, or program evaluation; or (v) it is necessary to report a crime or a threat to commit a crime or to report abuse or neglect as required by law.

**YOUR AUTHORIZATION IS REQUIRED FOR OTHER DISCLOSURES.** Except as described previously, we will not use or disclose information from your record unless you authorize (permit) in writing the Pharmacy to do so. You may revoke your permission, which will be effective only after the date of your written revocation.

**YOU HAVE RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION.** You have the following rights regarding your health information, provided that you make a written request to invoke the right on the form provided by Forty Acres Pharmacy.

- **Right to request restriction.** You may request limitations on protected health information we may disclose, but we are not required to agree to your request. If we agree, we will comply with your request unless the information is needed to provide you with emergency treatment.
- **Right to confidential communications.** You may request communications in a certain way or at a certain location, but you must specify how or where you wish to be contacted.
- **Right to inspect and copy.** You have the right to inspect and copy your protected health information regarding decisions about your care. We may charge a fee for copying, mailing, and supplies. Under limited circumstances, your request may be denied.
- **Right to request clarify record.** If you believe that the information we have about you is incorrect or incomplete you may ask to add clarifying information. Notify the pharmacy if this occurs.
- **Right to accounting of disclosures.** You may request a list of the disclosures of your protected health information that have been made to persons or entities other than for treatment or health care operations in the last six (6) years, but not prior to April 14, 2003.
- **Right to a copy of this Notice.** You may request a paper copy of this Notice at any time, even if you have been provided with an electronic copy. You may print out a copy of this notice from this website.

**REQUIREMENTS REGARDING THIS NOTICE.** Forty Acres Pharmacy is required to provide you with this Notice that governs our privacy practices. Forty Acres Pharmacy may change its policies or procedures in regard to privacy practices. If and when changes occur, the changes will be effective for protected health information we have about you as well as any information we receive in the future. Any time you come in to Forty Acres Pharmacy, you may ask for and receive a copy of the Privacy Notice that is in effect at the time.

**COMPLAINTS.** If you believe your privacy rights have been violated, you may file a complaint with Forty Acres Pharmacy, or with the office of the Vice President for Student Affairs. You will not be penalized or retaliated against in any way for making a complaint.

Contact: Call Forty Acres Pharmacy and ask to speak to the Pharmacist-in-Charge if:

- you have a complaint;
- you have any questions about this notice
- you wish to request restrictions on uses and disclosure for health care treatment or operations; or
- you wish to obtain any of the forms mentioned to exercise your individual rights described above.