

Notice of Privacy Practices
Health Insurance Portability and Accountability Act (HIPAA)

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

About the Notice

This notice tells you about your privacy rights, Community Action, Inc.'s (CAI) duty to protect health information that identifies you, and how CAI may use or disclose health information that identifies you without your written permission. This notice does not apply to health information that does not identify you or anyone else.

In this Privacy Notice, "medical information" means the same as "health information."

Health information includes any information that relates to:

- 1) your past, present, or future physical or mental health or condition;
- 2) providing health care to you; or
- 3) the past, present, or future payment for your health care.

Your Privacy Rights

The law gives you the right to:

- Look at or get a copy of the health information that CAI has about you, in most situations. CAI may require that your request for information be in writing;
- Ask CAI to correct certain information, including certain health information, about you if you believe the information is wrong or incomplete. You must submit your request in writing to the CAI office or program that has the information. If CAI denies your request to change the information, you can have your written disagreement placed in your record;
- Ask for a list of the times CAI has disclosed health information about you for reasons other than treatment, payment, health care operations, and certain other reasons as provided by law, except when you have authorized or asked that CAI disclose the information. You must put this request in writing and must include the name(s) of the CAI program, office, or facility from which a list of disclosures is requested;
- Ask CAI to limit the use or disclosure of health information about you more than the law requires. However, the law does not require CAI to agree to limit uses and disclosures;
- Tell CAI where and how to send you messages that include health information about you, if you think sending the information to your usual address could put you in danger. You must put this request in writing, and you must be specific about where and how to contact you;
- Ask for and get a paper copy of this notice from CAI; and
- Withdraw permission you have given CAI to use or disclose health information that identifies you, unless CAI has already taken action based on your permission. You must withdraw your permission in writing.

You may exercise any of the rights described above by contacting the CAI office or program that has health information about you, or by contacting the CAI Privacy Officer as described at the end of this notice.

CAI's Duty to Protect Health Information that Identifies You

- CAI is required by law to protect the privacy of your health information. This means that CAI will not use or disclose your health information without your authorization except in the ways we tell you in this notice. CAI will safeguard your health information and keep it private.
- CAI will ask you for your written authorization to use or disclose your health information in ways other than those stated in this notice. If you give such an authorization, you may revoke it at any time, but CAI will not be liable for uses or disclosures made before you revoked your authorization.
- If you receive direct health care services from CAI, CAI is required to provide you with this notice of its legal duties and privacy practices, and to ask you to sign a form saying that you have received this notice. Otherwise, CAI is required to provide you with this notice upon your request. If CAI changes the contents of this notice, it will make the new notice available at its facilities and on its website, www.communityaction.com, within 30 days of the effective date of the changed notice. The new notice will apply to all health information maintained by CAI, no matter when CAI got or created the information.
- CAI employees must protect the privacy of your health information as part of their jobs with CAI. CAI does not give employees access to your health information unless they need it as part of their jobs. CAI will discipline employees who do not protect the privacy of your health information.

How CAI Uses and Discloses Health Information that Identifies You

1. Treatment

CAI may use or disclose your health information to provide, coordinate, or manage health care or related services. This includes providing care to you, consulting with another health care provider about you, and referring you to another health care provider. For example, CAI can use or disclose your health information to refer you to a community program for services. CAI may also contact you to remind you of an appointment or to tell you about treatment alternatives, additional benefits, or other health-related information that may be of interest to you.

2. Payment

CAI may use or disclose health information about you to pay or collect payment for your health care. For example, CAI can use or disclose your health information to bill a Department of Health grant or Medicaid for health care provided to you.

3. Health care operations

CAI may use or disclose health information about you for health care operations. Health care operations include:

- Conducting quality assessment and improvement activities;
- Reviewing the competence, qualifications, and performance of health care professionals;
- Training health-care professionals and others;
- Conducting accreditation, certification, licensing, or credentialing activities;
- Carrying out activities related to the creation, renewal, or replacement of a contract for health insurance or health benefits;
- Providing medical review, legal services, or auditing functions; and
- Engaging in business management or the general administrative activities of CAI.

For example, CAI may use or disclose your health information to make sure providers bill only for care you receive.

4. Family member, other relative, or close personal friend

CAI may disclose health information about you to a family member, other relative or close personal friend when:

- The health information is related to that person's involvement with your care or payment for your care; and
- You have had an opportunity to stop or limit the disclosure before it happens.

5. Government programs providing public benefits

CAI may disclose health information about you as needed for the administration of a government benefit program, such as Medicaid.

6. Health oversight activities

CAI may sometimes use or disclose health information about you for health oversight activities. Health oversight activities include:

- Audits or inspections;
- Investigations of possible fraud;

7. Public health

CAI may disclose health information about you to:

- A public health authority for purposes of preventing or controlling disease, injury, or disability, or to report vital statistics;
- An official of a foreign government agency who is acting with the public health authority;
- A government agency allowed to receive reports of child abuse or neglect;
- The Food and Drug Administration (FDA) to report problems with FDA-regulated medications, products, or activities;
- A person who may have been exposed to a communicable disease or who is at risk of contracting or spreading a disease or condition; or
- A person or agency investigating work-related illness or injury or conducting workplace medical surveillance.

8. Victims of abuse, neglect, or domestic violence

If CAI believes you are the victim of abuse, neglect, or domestic violence, CAI may sometimes disclose health information about you to a government agency that receives reports of abuse, neglect, or domestic violence if:

- A law requires the disclosure;
- You agree to the disclosure;
- A law allows the disclosure and the disclosure is needed to prevent serious harm to you or someone else; or
- A law allows the disclosure, you are unable to agree or disagree, the information is needed for immediate action, and the information will not be used against you.

If CAI makes a report under this section, CAI will tell you or your representative about the report unless it believes that telling you would place you at risk of harm.

9. Serious threat to health or safety

CAI may use or disclose health information about you if it believes the use or disclosure is needed:

- To prevent or lessen a serious and immediate threat to the health and safety of a person or the public;
- For law enforcement authorities to identify or catch an individual who has admitted participating in a violent crime that resulted in serious physical harm to the victim, unless the information was learned while initiating or in the course of counseling or therapy; or
- For law enforcement authorities to catch an individual who has escaped from lawful custody.

10. For other law enforcement purposes

CAI may disclose health information about you to a law enforcement official for the following law enforcement purposes:

- To comply with a grand jury subpoena, summons, investigation, or similar lawful process;
- To identify and locate a suspect, fugitive, witness, or missing person;
- In response to a request for information about an actual or suspected crime victim;
- To alert a law enforcement official of a death that CAI suspects is the result of criminal conduct;
- To report evidence of a crime on CAI's property;
- To provide information learned while providing emergency treatment to an individual regarding criminal activity; or
- As necessary for a correctional institution or other entity having lawful custody of an individual to provide health care to the individual or for the health and safety of other inmates or its employees.

11. For judicial or administrative proceedings

CAI may disclose health information about you in response to an order or subpoena issued by a regular or administrative court.

12. As required by law

CAI may use or disclose health information about you when a law requires the use or disclosure.

13. Contractors

CAI may disclose health information about you to a CAI contractor if the contractor:

- Needs the information to perform services for CAI; and
- Agrees to protect the privacy of the information.

14. Secretary of Health and Human Services

CAI must disclose health information about you to the Secretary of Health and Human Services when the Secretary wants it to enforce privacy protections.

15. Purposes relating to death

CAI may disclose health information about you to:

- Coroners or medical examiners for the purpose of identifying a deceased person or determining the cause of death;
- Funeral directors for the purpose of preparing a deceased person for burial or cremation; or
- Organ procurement organizations for the purpose of organ, eye, or tissue donation.

16. Research

CAI may use or disclose health information about you for research if a research board approves the use. The board will ensure that your privacy is protected when your health information is used in research. Your health information may also be used:

- To allow a researcher to prepare for research, as long as the researcher agrees to keep the information confidential; or
- After you die, for research that involves information about people who have died.

17. Other uses and disclosures

CAI may use or disclose health information about you:

- To create health information that does not identify any specific individual;
- To the U.S. or a foreign military for military purposes, if you are or have been a member of the group asking for the information;
- For purposes of lawful national security activities;
- To federal officials to protect the President and others;
- For security clearances and medical suitability determinations required by the U.S. government;
- To a prison or jail, if you are an inmate of that prison or jail, or to law enforcement personnel if you are in custody;
- To comply with workers' compensation laws or similar laws; and
- To tell or help in telling a family member or another person involved in your care about your location, general condition, or death.

Complaint Process

If you believe that CAI has violated your privacy rights, you have the right to file a complaint with the:

- CAI Privacy Officer by mail at 101 Uhland Rd, Suite 107, PO Box 748, San Marcos, Texas 78667; or by e-mail at the Privacy Officer's electronic mail address indicated on CAI's Internet website at <http://www.communityaction.com> or by telephone at 1-512-392-1161;
- U.S. Secretary of Health and Human Services at 200 Independence Ave. S.W., Washington, D.C. 20201, or by telephone at (800) 368-1019; or
- Texas Attorney General's Office by mail at P.O. Box 12548, Austin, Texas, 78711-2548, or by telephone at (800) 806-2092.

There will be no retaliation for filing a complaint.

Right to Change. We may change our procedures and this Notice at any time and have those revised procedures apply to all the health information we maintain. If or when we change our Notice, we will post the new Notice in the office where it can be seen.

For further information, contact the CAI office or program from which you received services. You may also contact the CAI Privacy Officer by mail at PO Box 748, San Marcos, Texas 78667; or by e-mail at the Privacy Officer's electronic mail address indicated on CAI's Internet website at www.communityaction.com or telephone at 512-392-1161.

Effective Date: April 14, 2003