Notice of Privacy Practices for Miracle Farm

This Notice describes how medical information about you may be used and disclosed and how you can access this information. Please review it carefully.

If you have any questions about this notice, please contact J. Alex Hamilton at 979-856-0901 or alex.hamilton@miraclefarm.org.

Our Obligations:

We are required by law to maintain the privacy of your health information. We are also required to provide you this Notice of our legal duties and privacy practices with respect to your health information. We reserve the right to change this Notice and make the new notice effective for the protected health information we maintain when we make the change. We will comply with the Notice currently in effect.

How We May Use and Disclose Protected Health Information:

The following describes the ways we may use and disclose health information that identifies you—protected health information—in order to carry out activities authorized by law. We will not use or disclose your health information other than as described below, unless you give us written authorization. You may revoke such authorization at any time in writing.

For Counseling Services. Your PHI may be used and disclosed by those who are involved in your care for the purposes of providing, coordinating, managing your counseling services, and reminding you of appointments. This includes consultation with other Miracle Farm representatives or clinical supervisors. We may disclose PHI to any other consultant only with your authorization.

For Payment. We may use and disclose PHI so that we receive payment for the counseling services you received.

For Healthcare Operations. We may use or disclose your PHI for the purposes of conducting quality assessments, and auditing, and conducting or arranging for other business activities. For example, we may share your PHI with third parties that perform certain business activities for us, such as billing services. Provided we have a written contract with the business that requires it to safeguard the privacy and security of your PHI. Examples of health care operations include but are not limited to business-related matters such as audits and administrative services, case management and care coordination.

Special Situations:

Following is a list of the categories of uses and disclosures permitted or required by law and our agreements with business associates. Applicable law and legal standards permit us to disclose information to or for the business associates listed below, we will use and disclose PHI only with your written authorization. You may revoke such authorization at any time in writing.

To Avert a Serious Threat to Health or Safety. We may use and disclose PHI when necessary to prevent a serious threat to the health or safety of you or another individual or entity. We will make every effort to provide access to your PHI in the form or format you request, if it is readily producible in such form or format. If the information is not readily producible in the requested form or format, we will provide you with an alternative format or make arrangements to provide access to the requested information at reasonable cost.

Right to Amend. If you feel that our PHI is wrong or incomplete, you may ask us to amend the information. You have the right to request an amendment to your PHI for as long as the information in question is maintained by us.

Right to Request a Paper Copy of This Notice. You have the right to request a paper copy of this Notice. To exercise any of these rights, please submit your request in writing to our Privacy Officer: Alex Hamilton at Miracle Farm, 1301 North Main, Round Rock, TX, 78664.

Right to an Electronic Copy of Electronic Medical Records. If your PHI is maintained in an electronic format (known as an electronic medical record or an electronic health record), you have the right to request that an electronic copy of your record be given to you or transmitted to another individual or entity. We will make every effort to provide access to your PHI in the form or format you request, if it is readily producible in such form or format. If the information is not readily producible in the requested form or format, we will provide you with an alternative format or make arrangements to provide access to the requested information at reasonable cost.

Right of Access. You have the right to inspect and receive a copy of your record held by us. We will provide you with a copy of your record or transmit it to another individual or entity. We will make every effort to provide access to your PHI in the form or format you request, if it is readily producible in such form or format. If the information is not readily producible in the requested form or format, we will provide you with an alternative format or make arrangements to provide access to the requested information at reasonable cost.

Right to Request Confidential Communications. You have the right to request a restriction or limitation on the uses and disclosures of your PHI. To make such a request, you must submit a written request to our Privacy Officer. We will take your request into account, but are not required to agree to it. If we agree to the request, we will abide by it, unless the information is required by law. If you request restrictions on uses and disclosures to a third party, we will not be required to agree to the request.

Right to an Accounting of Disclosures. You have the right to request a list of certain disclosures we made of your PHI. The request must state a time period, which may not be longer than 6 years.

Right to Request Restrictions. You have the right to request restrictions or limits on the uses and disclosures of your PHI. To make such a request, you must submit a written request to our Privacy Officer. This request must include: (1) the information you want to limit; (2) how limited you want your PHI to be (e.g., Miracle Farm use and/or disclosure); and (3) to whom you want the limits to apply.

We are not required to agree to your request. If we agree, we will comply with your request unless the information is required by law to be used or disclosed.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice upon request.

Changes to This Notice. We reserve the right to change this notice and make the new notice effective for the protected health information we maintain when we make the change. We will comply with the Notice currently in effect.

Complaints. If you believe your privacy rights have been violated, you may file a complaint with writing to our privacy officer at Miracle Farm, 10802 FM 2621, Brenchley, TX or with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201. We will not retaliate against you for filing a complaint.