



Notice of Privacy Practices

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.

Clark's Pharmacy of Saltville Inc will ask you to sign an Acknowledgement that you have received this Notice of Privacy Practices (Notice). This Notice describes how Clark's Pharmacy of Saltville Inc may use and disclose your protected health information in accordance with the HIPAA Privacy Rule. It also describes your rights and Clark's Pharmacy of Saltville Inc's duties with respect to protected health information about you.

Section A: Uses and Disclosures of Protected Health Information

1. Treatment, Payment and Health Care Operations
 - a. We will use your health information to provide treatment. This may involve receiving or sharing information with other health care providers such as your physician. This information may be written, verbal, electronic or via facsimile. This will include receiving prescription orders so that we may dispense prescription medications. We may also share information with other health care providers who are treating you to coordinate the different things you need, such as medications, lab work or other appointments. We may also contact you to provide treatment-related services, such as refill reminders, treatment alternatives and other health related services that may be of benefit to you.
 - b. We will use your health information to obtain payment. This will include sending claims for payment to your insurance or third-party payer. It may also include providing health information to the payer to resolve issues of claim coverage.
 - c. We will use your health information for our health care operations necessary to run the pharmacy. This may include monitoring the quality of care that our employees provide to you and for training purposes.
2. Permitted or Required Uses and Disclosures
 - a. Our pharmacists, using their professional judgment may disclose your protected health information to a family member, other relative, close personal friend or other person you identify as being involved in your health care. This includes allowing such persons to pick up filled prescriptions, medical supplies or medical records on your behalf.
 - b. We also have contracts with entities called Business Associates that perform some services for us that require access to your protected health information. Examples may include companies that route claims to your insurance company or that reconcile the payments we receive from your insurance. We require our Business Associates to safeguard any protected health information appropriately.
 - c. Under certain circumstances Clark's Pharmacy of Saltville Inc may be required to disclose health information as required or permitted by federal or state laws. These include, but are not limited to:
 - i. To the Secretary of Health and Human Services for investigations into our compliance with HIPAA rules and to respond to patient complaints.
 - ii. To the Food and Drug Administration (FDA) relating to adverse events regarding drugs, foods, supplements and other health products or for post-marketing surveillance to enable product recalls, repairs or replacement.
 - iii. To public health or legal authorities charged with preventing or controlling disease, injury or disability.
 - iv. To law enforcement agencies as required by law or in response to a valid subpoena or other legal process.



- v. To health oversight agencies (e.g., licensing boards) for activities authorized by law such as audits, investigations and inspections necessary for Clark's Pharmacy of Saltville Inc's licensure and for monitoring of health care systems.
 - vi. In response to a court order, administrative order, subpoena, discovery request or other lawful process by another person involved in a dispute involving a patient, but only if efforts have been made to tell the patient about the request or to obtain an order protecting the requested health information.
 - vii. As authorized by and as necessary to comply with laws relating to worker's compensation or similar programs established by the law.
 - viii. Whenever required to do so by law.
 - ix. To a Coroner or Medical Examiner when necessary. Examples include: identifying a deceased person or to determine a cause of death.
 - x. To Funeral Directors to carry out their duties
 - xi. To organ procurement organizations or other entities engaged in procurement, banking or transplantation of organs for the purpose of tissue donation and transplant.
 - xii. To notify or assist in notifying a family member, personal representative or another person responsible for the patient's care of the patient's location or general condition.
 - xiii. For certain research purposes.
 - xiv. To a correctional institution or its agents if a patient is or becomes an inmate of such an institution when necessary for the patient's health or the health and safety of others.
 - xv. When necessary to prevent a serious threat to the patient's health and safety or the health and safety of the public or another person.
 - xvi. As required by military command authorities when the patient is a member of the armed forces and to appropriate military authority about foreign military personnel.
 - xvii. To authorized officials for intelligence, counterintelligence and other national security activities authorized by law.
 - xviii. To authorized federal officials so they may provide protection to the president, other authorized persons or foreign heads of state or to conduct special investigations.
 - xix. To a government authority, such as social service or protective services agency, if Clark's Pharmacy of Saltville Inc reasonably believes the patient to be a victim of abuse, neglect or domestic violence but only to the extent required by law, if the patient agrees to the disclosure or if the disclosure is allowed by law and we believe it is necessary to prevent serious harm to the patient or to someone else or the law enforcement or public official that is to receive the report represents that it is necessary and will not be used against the patient.
- d. During an emergency or disaster relief situation, if you are unconscious or unable to tell us your preference, we may share information to lessen a serious and imminent threat to health or safety.
- e. We may contact you for fundraising efforts, but you can request that we not contact you again.
3. Authorized Use and Disclosure
- a. Use or disclosure other than those previously listed or as permitted or required by law, will not be made unless we obtain your written Authorization in advance. You may revoke any such Authorization in writing at any time. Upon receipt of a revocation, we will cease using or disclosing protected health information about you unless we have already taken action based on your Authorization.
 - b. Your authorization is always required for Marketing purposes, Sale of your information, and any sharing of Psychotherapy notes.