

## MT. HOLLY PHARMACY

Address: 1613 Rt 38, Unit 5. Lumberton NJ 08048.

### NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

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This information describes how medical information about you may be used and disclosed, and how you can get access to this information. **Please read carefully.** Mt. Holly Pharmacy is committed to protecting the privacy of all customers we serve. Mt. Holly Pharmacy treats all protected health information (PHI) as confidential. There are times; however, when we are allowed by the Health Insurance Portability and Accountability Act (HIPAA) to share your personal health information with other entities. They are:

When authorized by you required or permitted by law and when necessary to perform treatment, health care operations or process payments.

Mt. Holly Pharmacy receives personal health information in a number of ways. It may be received directly from you through prescription orders, survey responses or by calls placed to our Customer Service Department or Pharmacist. At any time, you can request information as to who and when Mt. Holly Pharmacy has shared or exchanged your PHI.

At times, Mt. Holly Pharmacy, may receive, send or exchange personal health information with other entities including physicians, medical groups, retail pharmacies, health plans, pharmacy product manufacturers and benefit plan sponsors, primarily for these reasons:

- 1) **For Treatment.** Mt. Holly Pharmacy may contact your physician to verify information on a prescription. Treatment can also include other services; such as refill reminders.
- 2) **To Process Claims for Payment.** Mt. Holly Pharmacy may use your personal health information to process a claim for payment to your insurance carrier.
- 3) **To Perform Health Care Operations.** Mt. Holly Pharmacy may use your personal health information in their day to day operation. Activities may include training, auditing, formulary, management of the business, administrative activities, and quality improvement activities. In these cases, the results are presented in a summary format and to not identify you as an individual.
- 4) **Prescription History.** Mt. Holly Pharmacy may review your individual prescription history in order to offer related products that may be of interest to you. These offers are sent or given to you in the form of a flyer.

5) **Government Agencies or Legal Firms.** There may be times when Mt. Holly Pharmacy is required to share or exchange personal health information with government agencies or legal firms to comply with subpoenas, to prevent fraud, or to protect public health and safety.

**Mt. Holly Pharmacy Protects your Information.** Mt. Holly Pharmacy has security procedures in place to protect your PHI; it is only seen by individuals who have a need to see it. Your information is protected by locked cabinets and a secure Pharmacy setting. Our computers are protected by network security, passwords and data encryption for electronic transmissions. Only staff who need this information to perform specific job tasks are allowed access to it. If any staff violates Mt. Holly Pharmacy's privacy policies, they are subject to disciplinary action.

**You Can Restrict Disclosure. It's your Right.** Every customer has the right to confidentially view his/her own PHI such as prescription claims history. You can also request that Mt. Holly Pharmacy not share your PHI with certain entities or individuals by writing a "request to restrict disclosures" to Compliance Officer of Mt. Holly Pharmacy. Mt. Holly Pharmacy is not required to agree to a requested restriction; and you cannot restrict the sharing of information that is necessary for treatment, payment or health care operations. Upon written request you can also revoke a previously written authorization. If you believe that your privacy rights have been compromised, Mt. Holly Pharmacy's Pharmacist or Owner can assist you. If Mt. Holly Pharmacy cannot resolve your concern, the Department of Health and Human Services in your area can assist you.

Mt. Holly Pharmacy is bound by law to abide by this notice and to maintain the privacy of PHI. Mt. Holly Pharmacy Reserves the right to change this notice; and changes will apply to all PHI maintained at Mt. Holly Pharmacy. If Mt. Holly Pharmacy makes any changes to this privacy policy, updates will be posted on location.