

Notice of Privacy Practices

To:	All Med Mart Patients
Re:	Uses and Disclosures of Your Protected Health Information

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

PLEASE REVIEW THIS INFORMATION CAREFULLY.

Med Mart's Duties

We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We are also required to abide by the privacy policies and practices that are outlined in this notice. Except for the purposes described below, we will use and disclose health information only with your written permission.

Uses and Disclosures

Treatment. Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment.

Payment. Your health information might be used to seek payment from your health plan, from other sources of coverage such as an automobile insurer, or from other resources previously used for payment (i.e. credit card). For example, your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated for which the DME equipment and/or supplies were prescribed for.

Health Care Operations. Your health information may be used as necessary to support the day-to-day activities and management of Med Mart. Information on the services you received may be used to support budgeting and financial reporting, and activities to evaluate and promote efficiency and quality.

Law Enforcement. Your health information may be disclosed to law enforcement agencies, without your permission, to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting. Your health information may be released if asked by a law enforcement office if the information is (1) to identify or locate a suspect, fugitive, material witness, or missing person; (2) about the victim of a crime even if, under certain very limited circumstances, we are unable to obtain the person's agreement; (3) about a death we believe may be the result of criminal conduct; (4) about criminal conduct on our premises; and (5) in an emergency to report a crime, the location of the crime or victims, or the identity, description or location of the person who committed the crime.

Public Health Reporting. Your health information might be disclosed to public health agencies as required by law. Med Mart is required to report certain communicable diseases to the state's public health department.

Individuals Involved in Your Care or Payment for Your Care. When appropriate, we may share health information with a person who is involved in your medical care or payment for your care, such as your

family or close friend. We also may notify your family about your location or general condition or disclose such information to an entity assisting in a disaster relief effort.

As Required by Law. Your health information will be disclosed when required to do so by international, federal, state or local law.

To Avert a Serious Threat to Health and Safety. Your health information will be disclosed when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Disclosures, however, will be made only to someone who may be able to help prevent the threat.

Business Associates. Your health information may be disclosed to our business associates that perform functions on our behalf or provide us with services if the information is necessary for such functions or services. For example, we may use another company to perform billing services on our behalf. All of our business associates are obligated to protect the privacy of your information and are not allowed to use or disclose any information to her than specified in our contract.

Military and Veterans. If you are a member of the armed forces, your health information may be disclosed as required by military command authorities. We may also release health information to the appropriate foreign military authority if you are a member of a foreign military.

Worker's Compensation. Your health information may be released for worker's compensation or similar programs. These programs provide benefits for work-related injuries or illnesses.

Health Oversight Activities. Your health information may be disclosed to a health oversight agency for activities authorized by law. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights.

Information About Treatments. Your health information might be used to send you information on the treatment and management of your medical condition that you may find to be of interest. We may also send you information describing other health-related goods and service that we believe may interest you.

Data Breach Notification Purposes. Your health information may be disclosed to provide legally required notices of unauthorized access to or disclosure of your health information.

Inmates or Individuals in Custody. If you are an inmate of a correctional institution or under the custody of a law enforcement official, your health information may be disclosed to the correctional institution or law enforcement official.

Uses and Disclosures Requiring Your Authorization

Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing the use or disclosure of your information, you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision.

Additional Uses of Information

Appointment Reminders. Your health information will be used by our staff to send you appointment reminders.

Lawsuits and Disputes. If you are involved in a lawsuit or dispute, your health information may be disclosed in response to a court or administrative order. Health information may also be disclosed in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Individual Rights

You have certain rights under the federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of your protected health information.
- The right to be notified upon breach of any of your unsecured protected health information.
- The right to receive confidential communications concerning your medical condition and treatment.
- The right to receive an accounting of how and to whom your protected health information has been disclosed.
- The right to not have your protected health information disclosed for items paid out-of-pocket to your health plan for purposes of payment or health care operations.
- The right to amend or submit corrections to your protected health information.
- The right to inspect and copy your protected health information.
- The right to receive a printed copy of this notice.

Right to Revise Privacy Practices

As permitted by law, we reserve the right to amend or modify our privacy practices. These changes in policies and practices may be required by changes in federal and state laws and regulations. The revised policies and practices will be applied to all protected health information that we maintain and may be read and printed by accessing the Internet and visiting our website www.shopmedmart.com.

Requests to Inspect Protected Health Information

As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting the Privacy Officer.

Complaints

If you would like to submit a comment or complaint about our privacy practices, or if you believe your privacy rights have been violated, you may address the matter by sending a letter describing your cause for concern to:

Jackie Salcido - Privacy/Complaint Officer
Med Mart - San Antonio
21195 IH-10W Suite#1101
San Antonio, Texas 78257
210/697-9933

Effective Date

This notice is effective on or after April 14, 2003