

**MITCHELL'S PARK STREET PHARMACY  
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. REVIEW CAREFULLY.

**DATE OF NOTICE: March 15, 2024**

SECTION A: Uses and Disclosures of PHI

1. By law, we are required to protect the privacy of your protected health information (PHI) and to provide you access to this Notice and to abide by the terms of this Notice.

We are permitted to make certain types of uses and disclosures under applicable law for treatment, payment, and healthcare operations purposes. We may obtain information to dispense prescriptions and document pertinent information in your records that may assist us in managing your medication therapy or your overall health. For treatment purposes, such use and disclosure will take place in providing, coordinating, or managing healthcare and its related services by one or more of your providers, such as when your pharmacist consults with your physician or a specialist regarding your medications, treatment or condition.

For payment purposes, such use and disclosure will take place to obtain or provide reimbursement for providing pharmaceutical care, such as when your case is reviewed to ensure that appropriate care was rendered. For reimbursement purposes, your PHI may be disclosed to one or several intermediaries employed by your plan sponsor including but not limited to insurers, pharmacy benefits managers, claims administrators and computer switching companies.

For healthcare operations purposes, such use and disclosure will take place in several ways, including for quality assessment and improvement; provider review and training; underwriting activities; reviews and compliance activities; and planning, development, management and administration.

We store some of your PHI in electronic files and backup our electronic records multiple times per day on and off site, and employ precautions to safeguard your PHI. Despite these precautions, it

is possible that a technological failure could cause the loss of data.

In addition, we may contact you about refill reminders, health screenings, wellness events, vaccinations, treatment alternatives or questions, and other health-related services that may be of interest to you. We may disclose your health information to your plan sponsor.

We may use and disclose your PHI, without your authorization, when the pharmacy needs to contact a provider or their staff, your third-party provider, another pharmacy seeking to transfer your prescriptions, or in response to inquiries in litigation you are involved with as a plaintiff or defendant.

From time to time we may employ the services of business associates who may assist us in one or more tasks and who may use, change or create PHI. Business associates, and their subcontractors, are required to comply with all the privacy regulations on your behalf.

We may disclose PHI about you without your authorization for workers compensation claims, any reasonable request by law enforcement, to caregivers or known family members who are engaged in your care or live in your household, reporting immunizations on Webzl, reporting for public health purposes, or for health oversight and audit activities, and as required by law.

Other uses and disclosures will be made only with your written authorization, and you may revoke your authorization by notifying us as described in Section B.

2. You may ask us to restrict uses and disclosures of your PHI to carry out treatment, payment, or healthcare operations, or to restrict uses and disclosures to family members, relatives, friends, or other persons identified by you who are involved in your care or payment for your care. However, we are not required to agree to your request.
3. You have the right to request the following with respect to your PHI: (i) inspection and copying; (ii) amendment or correction; (iii) an accounting of the disclosures of this information by us (we are not required to account to you for disclosures made for treatment, payment, operations, disclosures to you, disclosures to your care givers, for notifications or as otherwise excluded by law); (iv) electronic records may be obtained in an electronic format; and (v) the right to

receive a paper or electronic copy of this notice upon request. We may require you to pay for this request to cover our costs of copying, labor and postage.

You may request, and we must comply if reasonable, to receive communications of PHI by confidential alternative means or at alternative locations. To make this request please contact, in writing:

Sarah B. Mitchell, Pharm. D.  
Mitchell's Park Street Pharmacy, Inc.  
P. O. Box 569  
Calico Rock, Arkansas 72519

4. We may use your name to reference your prescriptions and pharmaceutical care services. You will be required to sign for all prescriptions to acknowledge receipt of service and this Notice. PHI may be disclosed to other persons who ask for you or your prescriptions by name and who have a legitimate relationship to you. You may restrict or prohibit these uses and disclosures by notifying the pharmacy orally or in writing of your restriction or prohibition. We are not required to honor those requests. We are able to provide treatment services to you even if you object to signing the acknowledgment of the receipt of this Notice or if we decide not to honor a request regarding the information in this document. In the event of an emergency or your incapacity, we will do in our reasonable judgment what is consistent with your known preference, and what we determine to be in your best interest. We will inform you of any such uses or disclosures if uses and disclosures would require your signed authorization under such circumstances and give you an opportunity to object as soon as practicable. We may disclose immunization records to a student's school without authorization. We will notify you of any breach of your PHI within a reasonable period of time after discovering the breach.

5. We may disclose to one of your family members, to a relative, to a friend, or to any other person identified by you, PHI that is directly relevant to the person's involvement with your care or payment related to your care. If you authorize someone to receive your prescriptions for you, then we may disclose PHI to them.

We may use or disclose the PHI to notify, identify, or locate a member of your family, your personal representative, another person responsible for care, or certain disaster relief agencies of your location, general condition, or

death. If you are incapacitated, there is an emergency, or you object to this use or disclosure, we will do in our judgment what is in your best interest regarding such disclosure and will disclose only the information that is directly relevant to the person's involvement with your healthcare. In the event of your death, we will disclose PHI that is necessary for the settling of your estate to those individuals whom we determine are legitimately caring for your affairs. We will also use our judgment and experience regarding your best interest in allowing people to receive prescriptions, or other similar forms of PHI. We may disclose patient profiles and PHI to an adult within the family for each family member including, but not limited to, the spouse, children living in the home, or parents being cared for in the home. We will not sell your PHI. The use of your PHI for treatment, payment or healthcare operations in the normal course of business or the sale of the pharmacy is not considered the selling of your PHI. We will not use or disclose your PHI for marketing. We do not deem an accidental and unintentional disclosure of your PHI to individuals whom we reasonably believe had a reason to receive your PHI as a breach.

6. We reserve the right to change the terms of this Notice and to make new Notice provisions effective for all Protected Health Information we maintain. You may receive a copy of this Notice by contacting us as outlined in Section B.
7. If you believe that your privacy rights have been violated, you may complain to us at the location described in Section B or to the Secretary of the Department of Health and Human Services, Hubert H. Humphrey Building, 200 Independence Avenue SW, Washington, DC 20201. You will not be retaliated against for filing a complaint.

SECTION B: Contacting Us

You may contact us for further information at:

Sarah B. Mitchell, Pharm. D.  
Mitchell's Park Street Pharmacy, Inc.  
526 Park Street  
P.O. Box 569  
Calico Rock, Arkansas 72519  
870-297-8107