

# Notice of Privacy Practices

The U.S. Department of Health and Human Services (“HHS”) issued the Standards for Privacy of Individually Identifiable Health Information (“Privacy Rule”) to implement the requirements of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).

**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 NOTICE CAREFULLY.**

**Our Lady of the Lake University Health Services Office** is dedicated to maintaining the privacy of your “individually identifiable health information” or “protected health information” (“PHI”). In providing you with health services, we create medical records identifying you and the nursing/medical

**Health Care Operations:** Your health information may be used as necessary to support the daily activities and management of OLLU Health Services Office. For example, information on the services you received may be used to support budgeting based on types/rates of utilization of health services.

**Uses and Disclosures with Opportunity to Agree or Object:** Your informal permission will be deemed granted for the use of PHI for notification purposes and patient contact directory purposes. For example, your designation of an emergency contact person.

**Incidental Use and Disclosure:** The Privacy Rule does not require that every risk of an incidental use or disclosure of PHI be eliminated. Therefore, any use or disclosure of your PHI that occurs as a result of, or as an “incident to,” an otherwise permitted use or disclosure is also permitted. OLLU Health Services Office commits that such PHI being shared shall be limited to the “minimum necessary.”

**Public Interest and Benefit Activities:** The Privacy Rule permits use and disclosure of PHI, without an individual’s authorization or permission, for several national priority purposes, including but not limited to:

**Law Enforcement** - To facilitate law enforcement investigations in response to a court order.

**Victims of Abuse, Neglect or Domestic Violence** - PHI may be disclosed to appropriate government authorities.

**Right to Review Medical Records:**

The Health Services Office requires 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 Compliance Officer.

**Complaints:**

If you would like to submit a comment or complaint about our privacy practices, or if you feel that your privacy rights have been violated, please send your complaint in writing to:

**HIPAA Compliance Officer  
Our Lady of the Lake University  
411 S.W. 24<sup>th</sup> Street, UWAC 112  
San Antonio, Texas 78207  
(210) 431-3919**

**You will not be penalized or otherwise retaliated against for filing a complaint.**

**OLLU Health Services Contact Person:**

For further information concerning our privacy practices, contact Sarah Gormican, APRN, FNP at the

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**Effective Date:  
M, 2003**