

Privacy Notice Regarding Use and Disclosure of Treatment Information
THIS PRIVACY NOTICE DESCRIBES HOW YOUR TREATMENT INFORMATION MAY BE USED AND DISCLOSED, AND
HOW YOU CAN GET ACCESS TO THIS TREATMENT INFORMATION.
PLEASE REVIEW THIS NOTICE CAREFULLY BEFORE SIGNING ANY DOCUMENTS.

1. Purpose of this Notice:

In general, any information that concerns your treatment, payment for treatment or related operations is considered confidential and is protected as confidential by Life Tree Pharmacy. This Privacy Notice describes Life Tree's Privacy Practices, specifically-the uses and disclosure Life Tree Pharmacy may make of your treatment information and what rights you have with respect to your treatment information. Treatment information includes, but is not limited to, your name; address; other personal identifying data; health status; and record of treatment services that have been, are being, and will be provided to you in the future. Life Tree Pharmacy requires that all programs, employees, staff and any party in a working or business relationship with Life Tree Pharmacy comply with Life Tree Pharmacy's Privacy Practices.

2. Use and Disclosure of Medical information for Treatment, Payment and Health Care Operations

Laws governing treatment programs and procedures conducted by Life Tree Pharmacy allow Life Tree to use and disclose your personal information for the purposes of treatment, payment and health care operations.

Treatment means the provision, coordination or management of health care related, pharmaceuticals, and therapeutic services provided completely or in part by Life Tree Pharmacy. Life Tree Pharmacy can share your treatment information and records with another provider involved in your health care for the benefit of your coordinated care. Also, Life Tree Pharmacy may contact you by phone or other means to remind you of a refill, new prescription needed or address a specific aspect of your care.

Payment refers to reimbursement to Life Tree Pharmacy by your healthcare insurer for services and medications that may have been provided to you. In order to process payment, your healthcare insurer may require that Life Tree Pharmacy provide treatment information to confirm your eligibility for services provided, to coordinate benefits with other payers who may be responsible for reimbursement for the services, and as part of the payers claims management procedures which covers billings, collections, appeals, medical necessity review activities, utilization review activities, or for disclosure to consumer reporting agencies.

Health Care Operations covers a range of internal operations performed by Life Tree Pharmacy or its Business Associates to manage information, data and services on behalf of Life Tree Pharmacy and the individuals Life Tree Pharmacy serves. These operations include, but are not limited to, quality assessment and improvement activities including research; peer review; credentialing and licensing; training programs; legal and financial services; business planning and development; implementing and monitoring Life Tree Pharmacy's compliance and privacy practices; customer services; internal grievances; and other purposes including research; fundraising, marketing and due diligence activities.

3. Consent and Authorization

Life Tree Pharmacy must obtain your written consent prior to initiating treatment, payment or health care operations on your behalf. You will be required to read and give your consent in writing before any treatment services are begun. This consent will remain in effect until completion of your treatment services with Life Tree Pharmacy. However, you have the right to revoke your consent, in writing, at any time during the course of treatment services except to the extent that Life Tree Pharmacy has taken action in reliance on the consent.

A written Authorization is required for the use and disclosure of all or part of your treatment information requested by a third party for purposes other than general treatment, payment or health care operations. The Authorization will be time restricted and contain a prohibition against the use of the information for any purpose other than the purpose stated on the Authorization and against re-release of the information for any purpose.

4. The Use and Disclosure of Treatment Information when your Consent or Authorization are not required.

Under the following circumstances, Life Tree Pharmacy is permitted by law to use or disclose your treatment information with further Consent or Authorization:

- a. To those caregivers actively engaged in your treatment at Life Tree Pharmacy or to providers who are actively coordinating with Life Tree Pharmacy in your care or treatment plan;
- b. To insurers and those third-party payors or co-payers whom you have identified to Life Tree Pharmacy as being responsible for payment for your treatment services and who require information to verify that services were provided (information to be released hereunder is limited to the staff names, the dates, types and costs of therapies or services, and a short description of the general purpose of each treatment session or service);

- c. To reviewers and inspectors, including the Utilization Review Accreditation Committee or similar agencies and Commonwealth licensure or certification, when necessary to obtain certification as an eligible provider of services;
- d. In response to a Court Order when Production of Documents is properly ordered by law;
- e. In response to an emergency medical situation when release of information is necessary to prevent serious risk of bodily harm or death (only that specific information minimum and necessary to the relief of the emergency may be released on a non-consensual basis);
- f. To attorneys assigned to represent the subject of a commitment hearing.

Treatment information made available shall be limited to that information which is minimum and necessary to purpose for which the information is sought. Treatment information may not be released to additional parties or entities or used for additional purposes without your consent.

5. Authorization for Other Uses and Disclosures of Treatment Information

Life Tree Pharmacy is prohibited, by law, from using or disclosing your treatment information without a written authorization for any purpose other than those purposes listed above. For purposes other than those listed above, Life Tree Pharmacy must obtain a signed Authorization and disclose only that treatment information which is minimum and necessary to the specific purpose requested.

An Authorization serves as written permission that specifically identifies the information being sought for use or disclose and clearly states the purpose for which the use or disclosure is being requested. Further, you may revoke your information at any time except: (1) to the extent that treatment information has been used or disclosed in reliance on your Authorization or (2) your Authorization was obtained as a condition of obtaining insurance coverage.

Please note that Life Tree Pharmacy cannot guarantee that once your treatment information has been released to the third party named in an authorization, that the third party will abide by rules stated in Life Tree Pharmacy's Privacy Notice.

6. Individual Rights with respect to Treatment Information:

An individual of appropriate age and legal capacity, who understands the nature of the treatment information and the purpose for which treatment information may be used or disclosed, shall control access to his or her personal treatment information.

- a. **Access** refers to physical examination of treatment information, but do not include physical possession of the information. A person who has received or is receiving treatment may request access to treatment information including records, but shall be denied such access to all or part of the treatment information if:
 - i. Upon documentation by the team treatment leader it is determined that granting such access will constitute a substantial detriment to the treatment process; and/or
 - ii. When disclosure of specific treatment information will reveal the identity of persons or breach the trust or confidentiality of persons who have provided information upon an agreement to maintain their confidentiality.
 - iii. The limitation on access to treatment information are applicable to parents, guardians, and other who may otherwise have the right to control access over treatment records, except that the possibility of substantial detriment to the parent, guardian, or other person may also be considered.
- b. **Restrictions** on the use and disclosure of your treatment information for treatment, payment, and operational purposes may be requested by you. Life Tree Pharmacy shall be bound by all reasonable and appropriate requests for such restrictions which it agrees in writing, except in emergency circumstances. Life Tree Pharmacy reserves the right to request the withdraw of certain restrictions at any time during your treatment. However, Life Tree Pharmacy is not bound to accept your requested restrictions if the treatment team does not believe that it reasonable can or should comply with the requested restrictions. Life Tree Pharmacy reserves the right to its treatment teams to exercise such discretion and give a written refusal in response to your request for restrictions.

Please address any written requests for restriction to the Medical Records Department at Life Tree Pharmacy.

- c. **Confidential Communications** may be requested by you about how Life Tree Pharmacy communicates information regarding your treatment, health care services, and payment for services, and payment for services. For example, you may request that all communication be directed to your home and not to you at work. Also, as a part of Life Tree Pharmacy quality improvement practices, Life Tree Pharmacy may call to remind you about a refill, new prescription needed or follow up by phone after services have been provided to confirm the service and quality of service provided. On such phone calls, Life Tree Pharmacy may appear on your "Caller ID" service. You may request the Life Tree Pharmacy call you on a phone which will not identify Life Tree Pharmacy on your "Caller ID".

Such requests for confidential communication must be made in writing. Life Tree Pharmacy will do its best to reasonable accommodate such requests. Please address any requests for confidential communication to the Life Tree Pharmacy Compliance Officer.

- d. **Complaints** alleging inappropriate use or disclosure of your treatment information by Life Tree Pharmacy employees or agents may be directed to the Life Tree Pharmacy Manager.

Life Tree Pharmacy has the non-delegable duty to maintain the privacy of your documented treatment information and to provide you with Notice of its legal obligations and Privacy Practices with respect to your treatment information. Life Tree Pharmacy must date and comply with the Privacy Notice currently in effect. Life Tree Pharmacy reserves the right to amend and/or update its Privacy Notice from time to time upon change of practices or revisions of laws. If its Privacy Notice is revised, copies of revised and dates Policy Notice shall be posted in the Life Tree Pharmacy service areas. Life Tree Pharmacy reserves the right to implement the changes prior to issuing the revised Privacy Notice.

By my signature or initials below on this _____ day of _____, 20____, I verify that I have received and been given an opportunity to read the Life Tree Pharmacy Privacy Notice.

 Client Signature

 Witness

 Parent or Guardian Signature

Revised: 5/30/2018