

THE MEDICINE CABINET NOTICE OF PRIVACY PRACTICE

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

PLEASE REVIEW CAREFULLY

By law, every Pharmacy is required to maintain the privacy of "Protected Health Information" or "PHI" and to provide individuals with notice of those legal duties and practices of privacy with respect to PHI. PHI is information that may identify an individual and relates their past, present, and future health (mental or physical) condition and associated health care services to them. This "Notice of Privacy Practices" ("Notice") explains how a pharmacy may use and disclose your PHI to carry out Health Care operations, treatment, or payment and for other predetermined purposes that are permitted or required by law. This "Notice" also explains the rights of an individual with respect to their personal PHI.

The Medicine Cabinet is held accountable to abide by the terms of the Notice of Privacy Practice. The Medicine Cabinet will not disclose or use your PHI without your written authorization, except as stated in the Notice. However, we reserve the right to change our practices along with the Notice and in turn make the Notice effective for all obtained PHI. Upon request, we will make the revised Notice available to all interested parties.

Individual Health Information Rights

With respect to your PHI, you have the following rights:

1. Upon request, to obtain a paper copy of the Notice: At any point in time, you have the right to request a copy of the Notice, even if You previously received a copy. Please contact The Medicine Cabinet at one of the numbers shown below to acquire a paper copy.
2. To request guidelines on certain uses and disclosures of your PHI: Additional restrictions may be requested by an individual on the use/disclosure of their PHI by submitting a written request to the Privacy Officer at one of the addresses shown below. The Medicine Cabinet is not required to agree with those restrictions.
3. To obtain and inspect a copy of PHI: Individuals have the right to access and copy their PHI contained in a designated record set. Prescriptions and billing information is normally included in a designated record set. Please send a written request to one of the addresses listed below. Fees may be applied to cover the cost of supplies, copying, and mailing necessary for fulfilling a request. In certain limited cases, request for copies or inspections of PHI may be denied. In such cases, review of the denial may be requested.
4. To request an amendment of PHI: If an individual feels that their PHI maintained by The Medicine Cabinet is inaccurate in any way, they may request it to be amended. An amendment may be requested as long as the Pharmacy maintains the PHI. Please submit a written request to one of the addresses listed below. Reasoning for the request must be included to support the request. In isolated cases, the request for an amendment may be denied. In such cases, a disagreement with the statement may be filed and may result in a rebuttal to the statement.
5. To receive an accounting of disclosures of PHI: After April 14th 2003, individuals have the right to receive an accounting of their PHI covering most disclosures above and beyond treatment, health care options, and payment. Disclosures authorized by the individual or disclosures made directly to the individual or those involved with their health care, or for the purpose of notification will be excluded. Certain other expectations, limitations, or restrictions may apply. Please submit a written request for PHI accounting to one of the address listed below. A specific time period of no more than six years must be included. The initial request for an accounting, within a 12-month frame, will be provided at no charge. Additional accountings will have associated fees. Individuals requesting an accounting will be notified of the charges and will have the option to modify or cancel their request.
6. To request communications of PHI by alternative methods or at alternative locations: An individual may request a written response about their medical details or that it is sent to an alternative address. Please submit a written request to receive a confidential PHI communication to the address listed below. Please include how and where to be contacted. All reasonable requests will be accommodated.

THE MEDICINE CABINET, LLC

**Attn: Kristy Yarbrough
615 North Irwin Avenue
Ocilla, GA 31774
Phone: 229-468-9868**

THE MEDICINE CABINET OF WAYCROSS, LLC

**Attn: Dianne King
2607 Plant Avenue
Waycross, GA 31503
Phone: 912-490-6337**

THE MEDICINE CABINET OF DOUGLAS, LLC

**Attn: Brittany Disharoon
722 Shirley Avenue
Douglas, GA 31533
Phone: 912-383-8510**

THE MEDICINE CABINET OF HAZLEHURST, LLC

**Attn: Cindy Brown
63 East Jefferson Street
Hazlehurst, GA 31539
Phone: 912-379-9979**

THE MEDICINE CABINET OF ALMA, LLC

**Attn: Meg Thompson
102 South Pierce Street
Alma, GA 31510
Phone: 912-632-6337**

THE MEDICINE CABINET OF WAYCROSS – DOWNTOWN, LLC

**DBA: Pearce Drugs
Attn: Mark Sharer
620 Tebeau Street
Waycross, GA 31501
Phone: 912-283-2772**

Examples of the USE and Disclosure of PHI

The following are examples and descriptions of the uses and disclosures of PHI:

1. The use of PHI for treatment: An example would be the use of pharmacist obtained information to dispense prescribed medications. Information related to the services provided and medications dispensed would be documented in an individual's record.
2. The use of PHI for payment: An example would be contacting the pharmacy benefit manager or Insurer to confirm payment for an individual's

prescription and the amount of the co-payment. The Medicine Cabinet bills either the individual or a third-party payer for the prescription medication cost. An individual's prescription or personal identifying information may be included on or with the bill.

3. The use of PHI for health care operations: An example would be the use of health record information to monitor the performance of the treatment provided by the pharmacist. This information would be utilized to improve the health care and services quality and effectiveness provided.

A pharmacy is likely to disclose or use PHI for the following purposes:

1. Business associates: Some services provided are the result of contracts with business associates. To insure that these associates perform the duties we have contracted with them for and to bill the individual or the third-party payer for services rendered, the pharmacy may disclose PHI about the individual. Business associates are required to appropriately safeguard PHI to protect the individual.
2. Communication with individuals involved in your care or payment for your care: Using their judgment, pharmacist and other health care givers may disclose relevant PHI regarding personal care or payment related care to those identified by an individual such as family members, relatives, and friends.
3. Health-related communications: The Medicine Cabinet may contact an individual to provide information about treatment alternatives, health care benefits or services of interest, or refill reminders.
4. Food and Drug Administration (FDA): To enable the FDA to recall, repair, or replace products, the pharmacy may disclose to the FDA, or those persons under its jurisdiction, PHI associated with adverse outcomes with respect to foods, drugs, products, and product defects, supplements or post marketing surveillance information.
5. Workers Compensation: An individual's PHI may be disclosed by The Medicine Cabinet, if authorized or is necessary to act in accordance with any laws regulating worker's compensation or similar law established programs.
6. Public health: PHI regarding the prevention and control of disease, injury and disability may be disclosed to public health or legal authorities as required by law.
7. Law enforcement: As required by law enforcement purposes, a valid subpoena, or another legal process. The Medicine Cabinet may disclose an individual's PHI.
8. As required by law: The Medicine Cabinet may disclose an individual's PHI when required to do so by law.
9. Health oversight activities: For any law authorized activities, The Medicine Cabinet may disclose an individual's PHI to an oversight agency. Such activities include inspections, investigations, and audits deemed necessary for the government and the licensure to monitor government programs, the health care system and compliance with civil rights laws.
10. Judicial and administrative proceedings: PHI may be disclosed to an administrative or court order if an individual is involved in a lawsuit or dispute. Should someone else involved in the dispute request PHI via a subpoena, lawful process or discovery request, PHI may be disclosed only if an effort has been made to notify the individual or obtain an order requested to protect the PHI.

A pharmacy is allowed to disclose or use PHI for the following purposes:

1. Research: Upon approval from an institutional review board that has established protocols ensuring the protection of PHI from a formal review of the research proposal, researchers may request an individual's PHI.
2. Coroners, medical examiners, and funeral directors: The Medicine Cabinet may release PHI to a medical examiner or coroner for the purpose of, but not limited to, determining the identity of a deceased person or cause of death. PHI may also be disclosed to funeral directors in fulfilling their duties in accordance with applicable laws.
3. Organ or tissue procurement organization: For the purpose of tissue donation and transplanting, PHI may be disclosed to any organization involved in procurement, banking, or transplantation of organs.
4. Fundraising: In connection with a fundraising endeavor, The Medicine Cabinet may contact an individual.
5. Correctional institution: PHI may be disclosed to an institution or its agents to protect the health and safety of an individual or other inmate, if said individual becomes or is already an inmate of a correctional institution.
6. To avert a serious threat to health or safety: In case of a serious threat to health or injury of an individual or others in general, PHI may be disclosed as a method of prevention.
7. Military and veterans: PHI may be released about members of the armed forces, as military command authorities require. Similarly, appropriate military authorities may receive PHI about foreign military personnel.
8. National security and intelligence activities: PHI may be disclosed to federal intelligence agents, counterintelligence, and law authorized security activities.
9. Protective services for the President and others: To conduct a special investigation, or protect the President, foreign Heads of State, or authorized persons, PHI may be disclosed to authorized federal agents.
10. Victims of abuse, neglect, or domestic violence: If abuse, neglect or domestic violence is suspected. PHI may be released to the appropriate government authority, such as a protective service or social service agency. PHI will only be disclosed to the extent required by law if the victim agrees with the disclosure, the disclosure is allowed by law, will not be used against the victim, and is deemed necessary by the public agent receiving the report or to avert serious harm to an individual.

Additional PHI Uses and Disclosures:

Additional purposes, beyond those previously discussed or as authorized or allowed by law, may cause the pharmacy to request an individual's written authorization for PHI disclosure or use. Authorization may be revoked at any time. After receiving a written revocation, The Medicine Cabinet will discontinue disclosure and use of an individual's PHI beyond actions already completed in association with the original authorization.

To Report a Problem or For Additional Information:

Please contact The Medicine Cabinet at one of the above listed numbers with additional questions or for more information about The Medicine Cabinet's privacy practices. In the case of suspected violation of privacy rights, please file a complaint with the Secretary of Health and Human Services. Filing a complaint will in no way result in any retaliation efforts.

Effective Date:

This notice is effective as of April 14th, 2003.

