

The University of Texas at San Antonio
Student Health Services

Privacy Notice

The terms of this Privacy Notice apply to The University of Texas at San Antonio's Student Health Service (SHS). Student Health Services is required by law to protect the privacy of medical information collected and to provide you with notice of our legal duties and privacy practices with respect to your protected health information. We are required to abide by the terms of this notice so long as it remains in effect. We reserve the right to change the terms of this Privacy Notice as necessary and to make the new notice effective for all protected health information maintained by SHS. You may receive a copy of any revised Privacy Notices at SHS.

We create a record of the care and services you receive while at SHS. This record is necessary to provide you with high quality care and to ensure we are in compliance. SHS is committed to excellence in the provision of health care services through the practice of patient care, education, and prevention. In coming to SHS, your medical information will be used to treat you, and may be used to educate health care professionals or for research (secondary, unidentifiable in form).

Authorization: Except as outlined below, we will not use or disclose your protected health information for any purpose unless you have signed a form authorizing the use or disclosure. You have the right to revoke that authorization in writing, except to the extent we have already relied upon it.

Uses and Disclosures for Treatment: We will make uses and disclosures of your protected health information as necessary for your treatment. For instance, doctors and nurses and other professionals involved in your care will use information in your medical record and information that you provide about your symptoms and reactions to plan a course of treatment for you that may include procedures, medications, tests, etc.

Uses and Disclosures for Health Care Operations: We will use and disclose your protected health information as necessary, and as permitted by law, for health care operations. This is necessary to operate SHS and ensure that our patients receive high quality care. For example, we may use your protected health information in order to conduct an evaluation of the treatment and services we provide, or to review the performance of our staff.

Persons Involved In Your Care: Unless you object, we may, in our professional judgment, disclose to a member of your family, a close friend, or any other person you identify your protected health information that relates to that person's involvement in your health care. We may use or disclose protected health information to assist in notifying a family member, personal representative or any other person that is responsible for your care or your location and general condition. Finally, we may also disclose limited protected health information to a public or private entity that is authorized to assist in disaster relief efforts in order for that entity to locate a family member or other persons that may be involved in some aspect of caring for you.

Health Products and Services: We may from time to time use your protected health information to communicate with you about treatment alternatives and other health-related benefits and services that may be of interest to you.

Research: We may use and disclose your protected health information as necessary, and as permitted by law, for research, subject to your explicit authorization and/or oversight by The University of Texas at San Antonio Institutional Review Board or similar committee. Your privacy will be protected by confidentiality requirements evaluated by such committee. This is necessary to investigate cutting-edge health care through improved treatments, medications and outcomes research.

Other Uses and Disclosures: We are permitted or required by law to make certain other uses and disclosures of your protected health information without your consent or authorization. Subject to conditions specified by law:

- We may release your protected health information for any purpose required by law;
- We may release your protected health information for public health activities, such as required reporting of disease, injury, and birth and death, and for required public health investigations;

- We may release your protected health information to certain governmental agencies if we suspect you to be a victim of abuse, neglect, or domestic violence;
- We may release your protected health information to entities regulated by the Food and Drug Administration if necessary to report adverse events, product defects, or to participate in product recalls;
- We may release your protected health information to your employer when we have provided health care to you at the request of your employer for purposes related to occupational health and safety; in most cases you will receive notice that information is disclosed to your employer;
- We may release your protected health information if required by law to a government oversight agency conducting audits, investigations, inspections and related oversight functions;
- We may use or disclose protected health information in emergency circumstances, such as to prevent a serious and imminent threat to a person or the public; or yourself;
- We may release your protected health information if required to do so by a court or administrative ordered subpoena or discovery request; in most cases you will have notice of such release;
- We may release your protected health information to law enforcement officials;
- We may release your protected health information to coroners, medical examiners, and/or funeral directors;
- Certain aspects and components of our services are performed through contracts with outside persons or organizations, such as auditing, accreditation, legal services, etc. At times it may be necessary for SHS to provide certain aspects of your protected health information to one or more of these outside persons or organizations who assist us with our health care operations. In all cases, we require these business associates to appropriately safeguard the privacy of your information.
- We may release your protected health information if you are a member of the military for activities set out by certain military command authorities as required by armed forces services; we may also release your protected health information if necessary for national security, intelligence, or protective services activities; and
- We may release your protected health information if necessary for purposes related to your workers' compensation benefits.

Confidentiality of Alcohol and Drug Abuse Patient Records, HIV-Related Information, and Mental Health Records: The confidentiality of alcohol and drug abuse patient records, HIV related information, and mental health records maintained by SHS are specifically protected by state and/or Federal law and regulations. Generally, we may not disclose such information unless you consent in writing, the disclosure is allowed by a court order, or other limited and regulated circumstances pertain.

Access to Your Protected Health Information: You have the right to access, inspect, and/or copy protected health information that we maintain about you. Requests for access must be made in writing and be signed by you or your representative.

Confidential Communications: You have the right to request, and we will accommodate reasonable requests by you, to receive communications regarding your protected health information from SHS by alternative means or at alternative locations. You must request such confidential communication in writing.

Paper Copy of Notice: As a patient you retain the right to obtain a paper copy of this Privacy Notice, even if you have requested such copy by e-mail or other electronic means. A copy of this notice is available on the SHS website (www.utsa.edu/health).

Complaints: If you believe your privacy rights have been violated, you can file a complaint with SHS in person, by writing, by calling 210.458.4142, or by e-mail to studenthealthservices@utsa.edu.