

**NOTICE OF PRIVACY PRACTICES**  
**EFFECTIVE: 17-AUG-2020**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

This Notice of Privacy Practices (this “Notice”) tells you about the ways we may use and disclose your medical information. This Notice applies to Cedar Health Research, LLC, including its professionals, employees and contractors (“CHR”).

References to “medical information,” “health information,” or “protected health information” (“PHI”) in this Notice include individually identifiable information maintained by CHR that relates to past, present or future health care services provided to you, the payment for such services or your health condition, including information that may reasonably be used to identify you.

**I. OUR OBLIGATIONS**

We are required by law to:

- Make sure that the medical information we have about you is kept private, to the extent required by state and federal law;
- Give you this Notice explaining our legal duties and privacy practices with respect to medical information about you;
- Inform you that CHR may create and/or receive medical information about you and such medical information may be subject to further disclosure to authorized parties in an electronic format;
- Accommodate your request (unless required by law to make a disclosure) that we not disclose to a health plan PHI related solely to services provided by CHR, if you have paid for services out of pocket and in full;
- Notify you of any breach of your unsecured PHI; and
- Abide by the terms of this Notice.

**II. HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU**

The following categories describe the different reasons that we typically use and disclose your medical information. These categories are intended to be generic descriptions only, and not a list of every instance in which we may use or disclose your medical information. Please understand that for these categories, the law generally does not require us to get your consent in order for us to release your medical information.

**What Types of Personal Information Does CHR Handle and for What Purposes?**

- A. Clinical and Medical Information:** As a clinical research site, CHR conducts clinical trials for clients. As such, we collect, host and analyze significant quantities of health data and bio-medical samples relating to study subjects. In terms established by the Regulation, CHR considers itself as co-Controller with sponsor/client in determining how and why clinical and medical data are processed in its capacity as a site management organization.
- B. Clinical Trial Recruitment Information:** We also collect and maintain personal contact information, details regarding health and medical conditions, and areas of interest in medical research from individuals who have expressed to us an interest in taking part in clinical trials, so that we are able to match them with a suitable clinical trial as they may arise. We use this information to recruit individuals for clinical trials and to run general statistical analysis in support of patient recruitment.
- C. For Treatment:** We may use medical information about you to provide you with medical treatment and services, and we may disclose medical information about you to doctors, nurses, technicians, medical students, medical facilities or CHR personnel, whether contracted or employed by CHR, who are providing medical or healthcare services to you. For example, a doctor treating you for an injury may need to share prescription information with a pharmacy. We may also

share medical information about you with other CHR personnel or non-CHR providers, agencies or facilities in order to provide or coordinate the care or treatment you need, such as radiology imaging. We also may disclose medical information about you to people outside CHR who may be involved in your continuing medical care.

- D. For Payment:** We may use and disclose medical about you so that we may bill and collect from you, an insurance company, or a third party for the services we provide. This may also include the disclosure of medical information to obtain authorization for treatment and procedures from third parties and to make payments to third parties for certain treatment such as diagnostics imaging, laboratory testing and other health care services. For example, we may send a claim for payment to your insurance company, or other party responsible for payment, and that claim may have a code on it that describes the services that have been rendered to you.
- E. Individuals Involved in Your Care or Payment for Your Care:** We may release medical information about you to a friend or family member who is involved in your medical care, as well as to someone who helps pay for your care, but we will do so only as allowed by state or federal law, or in accordance with your prior authorization.
- F. Appointment Reminders:** We may contact you to provide appointment reminders, including, but not limited to voicemail messages, postcards or letters. You have the right to restrict how and where we communicate with you.
- G. For Health Care Operations:** We may use and disclose medical information about you for our health care operations. These uses and disclosures are necessary to operate our business appropriately and make sure all of our patients receive quality care. For example, we may need to use or disclose your medical information in order to assess the quality of the services we provide.
- H. Health Screening Information:** On some occasions, CHR provides health services to local communities in the form of health screening activities for certain pathologies/diseases. During this activity, we collect names, contact information, and medical information of participants. Once the test is performed, with the consent of the participant, we'll add their information to our database so that they can be contacted by us for future testing or clinical trial opportunities, in line with their specific medical condition. Should they choose not to provide such consent, CHR will only share results of the testing with the participant's physician.
- I. Web Visitors:** CHR collects named information about visitors to company websites where this is voluntarily provided to meet a request from those individuals, for example where a client contact requests information on a company service, a health professional is interested in participating in a clinical trial or where someone wants to apply for a vacant position with the company. Through the use of cookie-based technologies, CHR may collect various data linked to virtual identities allocated to visitors when they access our websites. This data is used for various purposes, including site analytics and first party marketing.
- J. Business Associates:** There are some services CHR provides through business associates. CHR may also use the services of business associates to perform certain functions on behalf of CHR, for example, software support services. When these services are provided by our business associates, the business associate may need access to your medical information in order to perform these services. To protect your medical information, CHR enters into an agreement with the business associate which requires the business associate to appropriately safeguard your information.
- K. As Required By Law:** We will disclose medical information about you when required to do so by federal, state, or local law. If you are involved in a lawsuit or a legal dispute, we may disclose medical information about you in response to a court or administrative order, subpoena, discovery request, or other lawful process. In addition to lawsuits, there may be other legal proceedings for which we may be required or authorized to use or disclose your medical information, such as investigations of health care providers, competency hearings on individuals, or claims over the payment of fees for services rendered.
- L. To Avert a Serious Threat to Health or Safety:** We may use or disclose your medical information when necessary to prevent or decrease a serious and imminent threat to your health or safety or the health and safety to the public or another person. Such disclosure would only be to someone able to help prevent the threat, or to appropriate law enforcement officials.
- M. Medical Research:** We may disclosed your protected health information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information. Further, we may use information about you to provide you with medical treatment or services as part of the research studies we conduct. We may disclose information about you to doctors, nurses, technicians, coordinators, office staff or other personnel who help conduct our studies.
- N. Public Health Risks.** We may disclose medical information about you to public health authorities for public health activities. As a general rule, we are required by law to disclose certain types of information to public health authorities, such as the Texas Department of State Health.
- O. Health Oversight Activities:** We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include audits, civil, administrative, or criminal investigations and

proceedings, inspections, licensure and disciplinary actions, and other activities necessary for the government to monitor the health care system, certain governmental benefit programs, certain entities' compliance with government regulations related to health information and civil rights laws.

#### **IV. OTHER USES OF MEDICAL INFORMATION**

There are times we may need or want to use or disclose your medical information other than for the reasons listed above, but to do so will need your prior permission. Disclosures which require your authorization include: (i) release of psychotherapy notes, (ii) uses and disclosures of PHI for marketing purposes, (iii) sale of PHI, and (iv) other uses and disclosures not outlined in this Notice. If you provide us permission to use or disclose medical information about you for such other purposes, you may revoke that permission in writing at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

#### **V. YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU**

Federal and state laws provide you with certain rights regarding the medical information we have about you. The following are a summary of those rights.

**A. Right to Inspect and Copy.** Under most circumstances, you have the right to inspect and/or copy your medical information that we have in our possession, which generally includes your medical and billing records. To inspect or copy your medical record you must submit your request in writing to CHR's Privacy Officer the address listed in Section VI below.

CHR will generally set up a mutually agreeable time for you to inspect or obtain a copy of your medical information within thirty days of your request. To the extent that CHR maintains a portion of your record in an electronic format, CHR will provide a paper copy of that portion of your record or will provide you with an electronic copy of that portion of your record if able to do so in a readable format. If you request a copy of your information, we may charge a fee for the costs of copying, mailing, or other supplies associated with your request. The fee we charge will not exceed the amount allowed by state law.

In certain very limited circumstances allowed by law, we may deny your request to review or copy your medical information. We will give you any such denial in writing. If you are denied access to medical information, you may request that the denial be reviewed. Another licensed health care professional chosen by CHR will review your request and the denial. The person conducting the review will not be the person who denied your request. We will abide by the outcome of the review.

**B. Right to Request an Amendment.** If you feel the medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by CHR. To request an amendment, your request must be in writing and submitted to the Privacy Officer at the address listed in Section VI below. In your request, you must provide a reason as to why you want this amendment. If we accept your request, we will notify you of that in writing.

CHR is not required to amend your information at your request. CHR may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that (i) was not created by us, (ii) is not part of the information kept by CHR, (iii) is not part of the information which you would be permitted to inspect or copy, (iv) is accurate and complete, or (v) is not part of the Designated Record Set, as defined by federal law (HIPAA). If we deny your request, we will notify you of that denial in writing.

**C. Right to an Accounting of Disclosures.** You have the right to request an "accounting of disclosures" of your medical information. This is a list of the disclosures we have made for up to six years prior to the date of your request of your medical information, but does not include disclosures for Treatment, Payment, or Health Care Operations (as described in Sections II A, B, and C of this Notice), or disclosures made pursuant to your specific authorization (as described in Section III of this Notice), or certain other disclosures. To request this accounting, you must submit your request in writing to CHR's Privacy Officer at the address set forth in Section VI below.

Your request must state a time period the accounting should cover which may not be longer than six years. The first request for an accounting within a twelve-month period will be free. However, CHR may charge a reasonable fee for each additional

accounting provided at your request during the same twelve-month period. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

To the extent CHR maintains an electronic health record, CHR will account for disclosures made of the electronic information even if made for treatment, payment, or health care operations. If you request an electronic accounting, the accounting by law is only required to cover the three years prior to the date of your request for an accounting. Depending upon how long CHR has had an electronic health record in place, CHR may not be able to provide an electronic accounting for the years prior to the full implementation of its electronic health record.

**D. Right to Request Restrictions.** You have the right to request a restriction or limitation on the medical information we use or disclose about you in various situations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend.

We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment. In addition, there are certain situations where we won't be able to agree to your request, such as when we are required by law to use or disclose your medical information. To request restrictions, you must make your request in writing to CHR's Privacy Officer at the address listed in Section VI below. In your request, you must specifically tell us what information you want to limit, whether you want us to limit our use, disclosure, or both, and to whom you want the limits to apply.

**E. Right to Request Confidential Communications.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we contact you at work rather than at home. To request such confidential communications, you must make your request in writing to CHR's Privacy Officer at the address listed in Section VI below.

We will not ask the reason for your request, and we will use our best efforts to accommodate all reasonable requests, but there are some requests with which we will not be able to comply. Your request must specify how and where you wish to be contacted.

**G. Notification of a Breach.** You have a right to be notified if your medical information is used or disclosed in a manner that is not permitted by federal law (HIPAA). In the event of a breach, CHR actively takes steps to rectify the disclosure.

**H. Right to a Paper Copy of This Notice.** You have the right to a paper copy of this Notice. To obtain a copy of this Notice, you should visit our website or send a request to CHR's Privacy Officer at the address set forth in Section VI below.

## **VI. CHANGES TO THIS NOTICE.**

We reserve the right to change this Notice at any time, along with our privacy policies and practices. We reserve the right to make the revised or changed Notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current notice, along with an announcement that changes have been made, as applicable, on our website. When changes have been made to the Notice, you may obtain a revised copy by sending a letter to CHR's Privacy Officer at the address listed in Section VI below or by visiting our website.

## **VII. COMPLAINTS.**

If you believe that your privacy rights as described in this notice have been violated, you may file a complaint with CHR at the following address or phone number: Cedar Health Research, LLC, Attn: Privacy Officer, 4848 Lemmon Ave, Suite 767, Dallas, Texas 75219, Email: [info@cedarresearch.com](mailto:info@cedarresearch.com).

To file a complaint or to ask questions about this Notice, you may send an email or send a written letter to CHR's Privacy Officer. CHR will not retaliate against any individual who files a complaint. You may also file a complaint with the Secretary of the Department of Health and Human Services.

**ACKNOWLEDGMENT OF RECEIPT OF  
NOTICE OF PRIVACY PRACTICES**

I hereby acknowledge that I have received a copy of Cedar Health Research (“CHR”) Notice of Privacy Practices (the “Notice”). I understand that I may address any questions or concerns I may have about the Notice to CHR’s Privacy Officer.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Participant’s Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Guardian/ Representative  
(if executing on behalf of patient)

\_\_\_\_\_  
Guardian/Personal Representative’s Printed Name

\_\_\_\_\_  
Date