Notice of Privacy Practices
for Protected Health Information (PHI)

This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Overview:
You Have the Right to:
• Obtain a copy of your paper or electronic health record
• Ask us to limit the information we share
• Request confidential communication
• Amend your health record
• Obtain a list of those with whom we’ve shared your information
• Obtain a copy of this privacy notice
• File a complaint if you believe your privacy rights have been violated
• Notification by CPL of any changes to our health information practices

We May Use and Share Your Information to:
• Assist in treating you
• Bill for services provided
• Manage our organization
• Comply with the law
• Help with public health and safety issues

We are Required to:
• Maintain the privacy and security of your health information
• Inform you if a breach occurs that may have compromised the privacy or security of your information
• Provide you with a notice of our legal duties and privacy practices regarding the information we collect and maintain about you
• Abide by the terms of this notice
• Notify you by mail, upon your request, if CPL’s health information practices change
• Obtain your written authorization for any uses or disclosures of your health information not described in this notice. You may revoke the authorization at any time, except to the extent that action has already been taken.

How to Exercise Your Rights:

Obtain a copy of your paper or electronic health record
• You can ask to see or obtain an electronic or paper copy of your laboratory record. Click the link on this website that will direct you to the form you will need to submit to obtain your record.
• We will provide a copy of your laboratory record in the time frame required by law. You will be informed in writing if the delivery of your record will be delayed.

Ask us to limit the information we share
• We are allowed to use your health information for treatment, payment and healthcare operations without your consent. You can ask us to limit or not use your information for these purposes, but we are not required by law to agree to your request.
• If you pay for laboratory services out-of-pocket in full, you can ask us not to share that information with your health insurer. We will say yes to your request unless a law requires us to share that information.

If you would like us to limit the information that we share about you, contact CPL’s Privacy Officer by calling 512.873.1611 or 800.595.1275 or email to HIPAA@cpllabs.com.

Request confidential communication
• You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address than we have on record for you. We will say yes to all reasonable requests.

If you have a request for confidential communication, contact CPL’s Privacy Officer by calling 512.873.1611 or 800.595.1275 or email to HIPAA@cpllabs.com.

Amend your health record
• You can ask us to amend health information about you that you think is incorrect or incomplete, but we are not required to agree to your request. You will be notified in writing within 60 days of your request if we do not agree to your request.

If you have a request to amend your health information, contact CPL’s Customer Service Department at 800.595.1275.

Obtain a list of those with whom we’ve shared your information
• You can ask us to prepare a list for you of the people with
We are Required to:

Maintain the privacy and security of your health information

- Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), CPL is required by law to maintain the privacy of health information that identifies you, called protected health information or “PHI”. CPL will make reasonable efforts to ensure the confidentiality of your PHI, as required by statute and regulation.

Inform you if a breach occurs that may have compromised the privacy or security of your information

- CPL is required to provide patient notification if it discovers a breach of unsecured PHI unless there is a demonstration, based on a risk assessment, that there is a low probability that the PHI has been compromised. You will be notified without unreasonable delay and no later than 60 days after discovery of the breach.

Provide you with a notice of our legal duties and privacy practices regarding the information we collect and maintain about you

- CPL is required to provide you with this notice of our legal duties and privacy practices. A copy of our privacy practices is available on our website, www.cpllabs.com. You may also request that a printed copy be mailed to you (see below).

Abide by the terms of this notice

- CPL is required by law to maintain the privacy of your PHI and to abide by all of the terms of this notice.

Notify you by mail, upon your request, if CPL's health information practices change

- CPL may change the content of this notice of privacy practices at any time because of operational or regulatory requirements. The changes will apply to all information CPL has about you. Whenever changes are made to this notice of privacy practices, they will be posted on CPL’s website at www.cpllabs.com. If you request, you may be notified by mail whenever these changes occur. If you wish to have a copy of the changed notice of privacy practices mailed to you, contact CPL’s Privacy Officer by calling (512) 873-1611 or (800) 595-1275 or email to HIPAA@cpllabs.com.

Obtain your written authorization for any uses or disclosures of your health information not described in this notice. You may revoke the authorization at any time, except to the extent that action has already been taken.

- For purposes not described above, CPL will ask for your authorization before using or disclosing your PHI. If you signed an authorization form, you may revoke it, in writing, at any time, except to the extent that CPL has already acted on any prior uses or disclosures previously authorized by you.