



TRACE ELEMENTS NOTICE OF PRIVACY PRACTICES

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

Your health record contains personal information about you and your health. This information about you that may identify you and that relates to your past, present or future health condition and related health care services is referred to as Protected Health Information ("PHI"). This Notice of Privacy Practices describes how we may use and disclose your PHI in accordance with applicable law. It also describes your rights regarding how you may gain access to and control your PHI.

Trace Elements is required by law to maintain the privacy of PHI and to provide you with notice of our legal duties and privacy practices with respect to PHI. Trace Elements is required to abide by the terms of this Notice of Privacy Practices. Trace Elements reserves the right to change the terms of our Notice of Privacy Practices at any time. Any new Notice of Privacy Practices will be effective for all PHI that we maintain at that time. Trace Elements will provide you with a copy of the revised Notice of Privacy Practices by posting a copy on our website or sending a copy to you in the mail upon written request.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

As permitted under HIPAA, the following categories explain the types of uses and disclosures of PHI that Trace Elements may make.

- **For Treatment.** Your PHI may be disclosed to your healthcare professional and others who provide you with health care services and/or are involved in the coordination of your care, such as providing your attending healthcare professional with laboratory test results.
- **For Health Care Operations.** We may use or disclose, as needed, your PHI in order to support our business activities including, but not limited to, quality assessment activities, certification, or credentialing activities, operation and management purposes, and public health activities.
- **Disclosure for judicial and administrative proceedings.** Under certain circumstances, we may disclose your PHI in the course of a judicial or administrative proceeding, including in response to a court or administrative order, subpoena, discovery request, or other lawful process.

- **Law enforcement.** We may disclose PHI for law enforcement purposes, including when the information is needed: 1) for identification or location of a suspect, fugitive, material witness or missing person, 2) about a victim of a crime, 3) about an individual who has died, 4) in relation to criminal conduct on our premises, or 5) in emergency circumstances to report a crime, the location of the crime or victims, or the identity, description, or location of the person who committed the crime.
- **As required by law.** We must disclose your PHI if required to do so by federal, state, or local law.
- **Public Health.** We may disclose PHI for public health activities. These activities generally include: 1) disclosures to a public health authority to report, prevent or control disease, injury, or disability; 2) disclosures to report births and deaths, or to report child abuse or neglect; 3) disclosures to a person subject to the jurisdiction of the Food and Drug Administration ("FDA") for purposes related to the quality, safety or effectiveness of an FDA-regulated product or activity, including reporting reactions to medications or problems with products or notifying people of recalls of products they may be using; 4) disclosures to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and 5) disclosures to an employer about an employee to conduct medical surveillance in certain limited circumstances concerning work-place illness or injury.
- **Health oversight activities.** We may disclose PHI to a health care oversight agency for activities authorized by law such as audits, civil, administrative, or criminal investigations and proceedings/actions, inspections, licensure/disciplinary actions, or other activities necessary for appropriate oversight of the health care system, government benefit programs, and compliance with regulatory requirements and civil rights laws.
- **Coroners, medical examiners, and funeral directors.** We may disclose PHI to a coroner, medical examiner, or funeral director for the purpose of identifying a deceased person, determining cause of death, or for performing some other duty authorized by law.
- **Personal Representative.** We may disclose PHI to your personal representative, as established under applicable law, or to an administrator, executor, or other authorized individual associated with your estate.
- **Correctional institution.** We may disclose the PHI of an inmate or other individual when requested by a correctional institution or law enforcement official for health, safety, and security purposes.
- **Serious threat to health or safety.** We may disclose PHI if necessary to prevent or lessen a serious and/or imminent threat to health or safety to a person or the public or for law enforcement authorities to identify or apprehend an individual.

- **Workers' compensation.** As authorized by applicable laws, we may use or disclose PHI to comply with workers' compensation or other similar programs established to provide work-related injury or illness benefits.
- **De-identified Information and Limited Data Sets.** We may use and disclose health information that has been “de-identified” by removing certain identifiers making it unlikely that you could be identified. We also may disclose limited health information, contained in a “limited data set”. The limited data set does not contain any information that can directly identify you. For example, a limited data set may include your city, county and zip code, but not your name or street address.

Other Uses and Disclosures of PHI

For purposes not described above, including uses and disclosures of PHI for marketing purposes and disclosures that would constitute a sale of PHI, we will ask for a written patient authorization before using or disclosing PHI. If you have signed an authorization form, you may revoke it, in writing, at any time, except to the extent that action has been taken in reliance on the authorization.

Information Breach Notification

We are required to provide patient notification if we discover 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. Such notification will include information about what happened and what can be done to mitigate any harm.

Patient Rights Regarding PHI

Subject to certain exceptions, HIPAA establishes the following patient rights with respect to PHI:

- **Right to Receive a Copy of the Trace Elements Notice of Privacy Practices** You have a right to receive a copy of the Trace Elements Notice of Privacy Practices at any time by contacting us at teilab@traceelements.com, or calling us at (972) 250--6410, or by sending a written request to: HIPAA Privacy Officer, 4501 Sunbelt Drive, Addison, Texas 75001. This Notice will also be posted on the Trace Elements website at www.traceelements.com/companyinfo/privacy.aspx.
- **Right to Request Limits on Uses and Disclosures of your PHI** You have the right to request that we limit: 1) how we use and disclose your PHI for treatment, payment, and health care operations activities; or 2) our disclosure of PHI to individuals involved in your care or payment for your care. We will consider your request, but are not required to agree to it unless the requested restriction involves a disclosure that is not required by law to a health plan for payment or health care operations purposes and not for

treatment, and you have paid for the service in full out of pocket. If we agree to a restriction on other types of disclosures, we will state the agreed restrictions in writing and will abide by them, except in emergency situations when the disclosure is for purposes of treatment.

- **Right to Request Confidential Communications** You have the right to request that Trace Elements communicate with you about your PHI at an alternative address or by an alternative means. We will accommodate reasonable requests.

You must submit your request in writing to TEI Privacy Official at 972-250-6410. We will not ask you the reason for your request. Your request must specify how or where you wish to be contacted. We will accommodate all reasonable requests.

- **Right to See and Receive Copies of Your PHI** You and your personal representative have the right to access PHI consisting of your laboratory test results or reports ordered by your healthcare professional. Within 30 days after our receipt of your completed authorization form and cost-based payment, you will receive a copy of the completed laboratory report from Trace Elements unless an exception applies. Exceptions include a determination by a licensed health care professional that the access requested is reasonably likely to endanger the life or safety of you or another person, and our inability to provide access to the PHI within 30 days, in which case we may extend the response time for an additional 30 days if we provide you with a written statement of the reasons for the delay and the date by which access will be provided. You have the right to access and receive your PHI in an electronic format if it is readily producible in such a format. You also have the right to direct Trace Elements to transmit a copy to another person you designate, provided such request is in writing, signed by you, and clearly identifies the designated person and where to send the copy of your PHI. To request a copy of your PHI:

- Complete the Trace Elements HIPAA Medical Information Release Form.
- Contact the Privacy Official at 972-250-6410 or by email at teilab@traceelements.com.

- **Right to Receive an Accounting of Disclosures** You have a right to receive a list of certain instances in which Trace Elements disclosed your PHI. This list will not include certain disclosures of PHI, such as (but not limited to) those made based on your written authorization or those made prior to the date on which Trace Elements was required to comply. If you request an accounting of disclosures of PHI that were made for purposes other than treatment, payment, or health care operations, the list will include disclosures made in the past six years, unless you request a shorter period of disclosures. If you request an accounting of disclosures of PHI that were made for purposes of treatment, payment, or health care operations, the list will include only those disclosures made in the past three years for which an accounting is required by law, unless you request a shorter period of disclosures.

- **Right to Correct or Update your PHI** If you believe that your PHI contains a mistake, you may request, in writing, that Trace Elements correct the information. If your request is denied, we will provide an explanation of the reasoning for our denial.

How to Exercise Your Rights

To exercise any of your rights described in this notice, you must send a written request to: HIPAA Privacy Officer, 4501 Sunbelt Drive, Addison, Texas

How to Contact Us or File a Complaint

If you have questions or comments regarding the Trace Elements Notice of Privacy Practices, or have a complaint about our use or disclosure of your PHI or our privacy practices, please contact: teilab@traceelements.com, call us at (972) 250-6410 and ask for the Trace Elements HIPAA Privacy Officer, or send a written request to: HIPAA Privacy Officer, 4501 Sunbelt Drive, Addison, Texas. You also may file a complaint with the Secretary of the U.S. Department of Health and Human Services. We will not take retaliatory action against you for filing a complaint about our privacy practices.

Changes to the Trace Elements Notice of Privacy Practices

Trace Elements reserves the right to make changes to this notice and to our privacy policies from time to time. Changes adopted will apply to any PHI we maintain about you. Trace Elements is required to abide by the terms of our notice currently in effect. When changes are made, we will promptly update this notice and post the information on the Trace Elements website at www.TraceElements.com. Please review this site periodically to ensure that you are aware of any such updates.

Effective Date of Notice: March 1, 2017