



NOTICE OF PRIVACY PRACTICES

CDS in Texas may receive and create records concerning your medical and individually identifiable information (PHI) and is required to maintain the privacy and security of your PHI. Please read this notice carefully. If you have questions or concerns, contact the CDS in Texas Compliance Manager at Compliance@cdsintexas.com. Make a copy of this signed notice for your records. By signing this document below you acknowledge that you have received notice of your privacy rights.

YOUR RIGHTS

Authorize the use and disclosure of your PHI for reasons not authorized by federal or state law

CDS in Texas will seek your approval to disclose PHI for reasons not required by law, and you may reject disclosure.

Receive this notice of privacy practices

You can request a copy of this notice or view the posting at CDSinTexas.com. It is also in all enrollment packets. Direct complaints to Compliance@cdsintexas.com

Review and receive copies of your records and a list of disclosures.

Requests must be on a Request for Sensitive Records. We will provide you with a copy or summary within 10 days of receiving your request. We may charge a reasonable, cost-based fee for collection of records, including postage and labor. CDS in Texas may reject some requests if required by law.

Request amendments to your records.

Requests must be on a Request to Amend Sensitive Information. We will provide you with a copy or summary or a rejection within 15 days of receiving your request.

Request information in an alternate format or restrict access to your records.

Requests must be in writing on a Request for Additional Privacy. We will provide you with a copy or summary or a rejection within 15 days of receiving your request.

Be notified in case of a breach of your sensitive information.

You will be notified within 60 days by the Compliance Officer

Choose someone to act on your behalf with regard to your records.

You must complete a Designated Representative form for that individual.

CDS IN TEXAS USES & DISCLOSURES

Help manage the healthcare treatment you receive.

We may disclose your information to provide treatment and administer services, including performing assessments, issuing workers' compensation and administering similar programs, and recommending services in some situations. We may disclose information to others who implement your health services.

Run our business, including payment for and administration of your health services.

We may use and disclose your information to receive and issue payment on your behalf and bill The Veterans Administration or other bodies.

Comply with federal and state law, including investigations by the U.S. Department of Health and Human Services and law enforcement.

CDS in Texas is required by law to comply with investigations by regulatory bodies and issues involving national security. CDS in Texas may be required to disclose your information to coroners and other officials at your death

Respond to legal actions and health oversight, such as lawsuits or quality assurance reviews

CDS in Texas may be required to respond to requests, including discovery and subpoenas.

Employer Signature: _____

Date: _____