

**Notice of Privacy Practices**  
**Effective: April 14, 2026**

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**Your Information. Your Rights. Our Responsibilities.**

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

**You have the right to:**

- Get a copy of your paper or electronic health record.
- Correct your paper or electronic health record.
- Request confidential communication.
- Ask us to limit the information we share.
- Get a list of those with whom we have shared your information.
- Get a copy of this privacy notice.
- Choose someone to act for you.
- File a complaint if you believe your privacy rights have been violated.

**You have some choices in the way that we use and share information as we:**

- Tell family and friends about your condition.
- Provide disaster relief.
- Include you in a hospital directory.
- Provide mental health and substance abuse care
- Market our services and sell your information.
- Raise funds.
- Use artificial intelligence tools.

**We may use and share your information as we:**

- Treat you.
- Run our organization.
- Bill for your services.
- Help with public health and safety issues.
- Do research.
- Comply with the law.
- Respond to organ and tissue donation requests.
- Work with a medical examiner or funeral director.
- Address workers' compensation, law enforcement, and other government requests.
- Respond to lawsuits and legal action

## Your Rights

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

### Get an electronic or paper copy of your health record

- You can ask to see or get an electronic or paper copy of your health record and other health information we have about you.**Ask us how to do this.**
- We will provide a copy or a summary of your health information, usually within 15 days of your request. We may charge a reasonable, cost-based fee.

### Ask us to correct your health record

- You can ask us to correct health information about you that you think is incorrect or incomplete.**Ask us how to do this.**
- We may say “no” to your request, but we will tell you why in writing within 60 days.

### 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.
- We will say “yes” to all reasonable requests.

### Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request and may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

### Get a list of those with whom we have shared information

- You can ask for a list (accounting) of the times we have shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

### Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

## Choose someone to act for you

- If you have given someone healthcare power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

## If you choose to allow us to use Artificial Intelligence (AI)

Our providers may use artificial intelligence (AI) assisted clinical documentation tools to help capture information discussed during your visits and to generate accurate clinical documentation. These tools assist with documentation but do not replace your provider's clinical judgment or the direct care you receive. The tools do not independently make medical decisions, and your provider remains solely responsible for your medical care.

Any information used by AI tools is treated as part of your medical record and protected under our Notice of Privacy Practices and applicable law, including HIPAA. You may withdraw your consent to use these AI tools in writing at anytime, and doing so will not affect your access to care.

## File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting completing a Patient Complaint Form or contacting a member of the Compliance Department at [compliance@prismntx.org](mailto:compliance@prismntx.org) or (214) 521-5191
- You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to:  
200 Independence Avenue, S.W.  
Room 509F, HHH Building,  
Washington, D.C. 20201  
or by calling 1-877-696-6775,  
or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/)
- We will not retaliate against you for filing a complaint

## Your Choices

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases, we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes
- In the case of fundraising:
- We may contact you for fundraising efforts, but you can tell us not to contact you again about fundraising.

## **Our Uses and Disclosures**

### **How do we typically use or share your health information?**

We typically use or share your health information in the following ways.

#### Treat you

We can use your health information and share it with other professionals who are treating you.

*Example:* A doctor treating you for an injury asks another doctor about your overall health condition.

#### Run our organization.

We can use and share your health information to run our practice, improve your care, and contact you when necessary.

*Example:* We use health information about you to manage your treatment and services.

#### Bill for your services.

We can use and share your health information to bill and get payment from health plans or other entities.

*Example:* We give information about you to your health insurance plan so it will pay for your services.

We will always use the minimum information or PHI necessary to when providing care.

### **Ask how we may use AI to provide your care:**

AI tools may be used to support, but not replace, human decision-making in areas such as:

- Clinical documentation and note generation
- Data analysis and reporting (e.g., patient complaints, quality reviews)
- Administrative workflows and process improvement

If we use AI

- Patient information shared with AI systems is limited to the minimum necessary information needed
- Data is handled using secure, encrypted system
- AI vendors (if applicable) are required to meet strict confidentiality and data protection standards, including Business Associate Agreements (BAAs) when required

### **How else can we use or share your health information?**

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We must meet many law conditions before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html)

#### Help with public health and safety issues.

We can share your health information with public health authorities in certain situations and as required by law.

*For example, we may use or disclose your health information to:*

- Prevent disease
- Help with product recalls
- Report adverse reactions to medications
- Report suspected abuse, neglect, or domestic violence
- Prevent or reduce a serious threat to anyone's health or safe, and/or
- Provide proof of immunization to a school

#### Conduct research

We can use or share your information for health research.

#### Comply with the law

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we are complying with federal privacy law. In a civil, criminal, administrative, or legislative proceeding against an individual, we will not use or share information about your substance abuse treatment records unless a court order requires us or you give us your written permission.

#### Respond to organ and tissue donation requests

We can share health information about you with organ procurement organizations.

#### Work with a medical examiner or funeral director

We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

## Address workers' compensation, law enforcement, and other government requests

We can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

## Respond to lawsuits and legal actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena.

## **Our Responsibilities**

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see:

[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

## **Changes to the Terms of this Notice**

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

Any concerns or questions concerning these privacy practices may be addressed by writing or calling Prism Health North Texas' Compliance Department:

Prism Health North Texas  
Attn: Compliance Department  
3900 Junius Street, Suite 300  
Dallas, Texas 75246  
[compliance@prismntx.org](mailto:compliance@prismntx.org)  
(214) 521-5191