

NOTICE OF PRIVACY PRACTICES OF BUTLER CANCER ASSOCIATES

Effective Date: [January 19, 2026]

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

Relationship of Health Care Providers

For services rendered at Butler Cancer Associates, and for the purposes of this form, the term “Butler Cancer Associates” refers to all parties involved in the joint venture of UPMC Hillman Cancer Center and Butler Hospital located in Pennsylvania unless stated otherwise.

Background

Butler Cancer Associates creates and maintains a record of health information about the care and services you receive at Butler Cancer Associates. This also includes health information that Butler Cancer Associates receives from other doctors and medical facilities that are not part of Butler Cancer Associates, but that Butler Cancer Associates keeps to provide care to you. Butler Cancer Associates may share and use your health information as described in this Notice, including for purposes of treating you, obtaining payment for services provided to you, health care operations, as well as purposes authorized by you, permitted by law, or otherwise described in this Notice. You can learn more about Butler Cancer Associates at www.upmc.com.

What Is a Notice of Privacy Practices (Notice)?

The Notice tells you about the ways Butler Cancer Associates may use and share your health information, as well as the legal duties we have about your health information. The Notice also tells you about your rights under federal (United States) and state laws.

What is Covered Under Butler Cancer Associates’ Notice of Privacy Practices?

A list of entities that are bound by this Notice can be found within the privacy information section of www.upmc.com. This includes hospitals, doctors, rehabilitation services, skilled nursing services, home health services, pharmacy services, laboratory services, and other health care related providers and services. This also includes departments, units, and staff within these entities, health care professionals permitted by UPMC to provide services to you, and students, residents, trainees, volunteers, and others involved in your care whether or not these individuals are employed by Butler Cancer Associates. In this Notice, the words “we,” “us,” and “our” mean Butler Cancer Associates and all the people and places that follow this Notice.

This Notice does not apply to the UPMC Health Plan or Butler Cancer Associates as an employer. These UPMC entities are separate covered entities for the purpose of the Health Insurance Portability and Accountability Act (HIPAA) and have their own Notice. Additionally, if your doctor is not a member of a physician practice that is owned by Butler Cancer Associates, he or she may have different policies about how to handle your information and will have a separate Notice.

For online services, this Notice only applies to those parts of UPMC’s websites and mobile device applications where you can access your electronic health record or interact with a clinician regarding your specific care, such as UPMC’s patient portals. However, these websites and applications may contain additional terms associated with your use. You should review those terms as well as the terms contained on any UPMC website that you visit.

This Notice does not apply to health information that is not subject to HIPAA, state health information privacy laws, information that you consented to the use or disclosure of or information used or shared in a manner that cannot identify you.

Our Duty to Protect Your Health Information

We are required by law to:

- To maintain the privacy of protected health information.
- To notify affected individuals following a breach of unsecured protected health information.
- Make available to you this Notice that describes the ways we use and share your health information as well as your rights under the law.
- To abide by terms of this Notice (as currently in effect)

How We May Use and Share Your Health Information

The following list describes different ways that we may use and share your health information, along with examples for each.

A. Ways We Are Allowed to Use and Share Your Health Information Without Your Consent or as the UPMC Consent for Treatment, Payment, and Health Care Operations Form Provides:

1. **Treatment.** We may use your health information to provide you medical treatment or related services including coordination of care and case management. We may also share your health information with others that provide healthcare services to you. For example, when you receive care at a non-UPMC hospital, Butler Cancer Associates may share information with that hospital so that they may provide care to you. We may also share your health information with others who may provide follow-up care to you, such as your primary care physician, specialists, physical therapist, long term care facility and home healthcare organizations. At all times, we will comply with any laws that apply.
2. **Payment.** To receive payment for the services we provide to you, we may use and share your health information with your insurance company or a third party who is paying for your care. We also may share your health information with other health care service or product providers who provide care to you, such as your physicians, other providers, EMS services, nursing homes and home healthcare organizations so they can bill you, your insurance company, or a third party. For example, some health plans require your health information to pre-approve you for surgery and require preapproval before they pay us.
3. **Health Care Operations.** We may use and share your health information for business and other operational purposes. For example, we may use your health information to evaluate or improve the quality of the services that we provided. We may share your health information with researchers, so they can develop plans to conduct research. We may share information with our students, trainees, and staff for review, educational and training purposes. We may share your health information for case management and care coordination purposes. However, we will not sell your name or any identifiable health information to others without your authorization.
4. **Health Information Exchanges.** We may share your health information using various Health Information Exchanges that participates in. If you choose not to participate in these exchanges, your health information will no longer be provided through the exchange. Your decision does not affect the information that was exchanged prior to the time you chose not to participate, nor will it prevent UPMC from receiving your information sent to HIEs by non-UPMC entities. You can learn more about the health information exchanges that Butler Cancer Associates participates in at www.upmc.com.
5. **Business Associates.** We may share your health information with others called “business associates,” who perform services on our behalf. The Business Associate must agree in writing to protect the confidentiality of your health information and to only use your information in order to provide the service in question. For example, we may share your health information with a billing company that

bills for the services that we provided to you.

6. **Appointment Reminders.** We may use and share your health information to remind you of your appointment for treatment or medical care. For example, we may call, text, or e-mail you to remind you of a scheduled appointment. We may also use and share your health information to confirm the time, place, and attendance of your appointment for treatment with third-party transportation services and any other related services (including but not limited to third parties involved in your treatment).
7. **Treatment Options and Other Health-Related Benefits and Services.** We may use and share your health information to tell you about possible treatment options and other health-related benefits and services. For example, if you suffer from a chronic illness or condition, we may use your health information to assess your eligibility and propose newly available treatments.
8. **Fundraising Activities.** We may use and share information with a Butler Cancer Associates-related foundations (or their Business Associates) so that they can ask that you make a donation. However, the information that Butler Cancer Associates can share is limited to your name, address, phone number, and other contact information, the dates that health care was provided to you, general department, and facility information where services were provided, the name of your treating physician and general outcome information. For example, you may receive a letter from a Butler Cancer Associates-related foundation asking for a donation to support enhanced patient care, treatment, education, or research at Butler Cancer Associates. Any fund-raising materials will explain how you can tell us or a foundation that you do not want to be contacted in the future.
9. **Marketing Activities, Cookies, and Online Services.**
 - a. We may use or share your health information to promote our own products and services or to make you aware of products or services that we provide. We may also use or share your health information for marketing purposes when we discuss products or services with you face to face or provide you with an inexpensive promotional gift related to the product or service. For example, you may receive samples of products or drugs during a visit to Butler Cancer Associates.
 - b. When you visit and use some UPMC websites (including a UPMC patient portal or online care site) or mobile device applications, we may collect and share information about your use of these websites and applications through “cookies” or other similar technologies. This information can include technical information about your device or browser (such as, for example, your internet protocol (IP) address, operating system, device information, browser type and language, and referring URLs) as well as information about your activities or use of the websites and mobile device applications (such as, for example, access times, pages viewed, links clicked and similar information). You should review the terms contained on the UPMC website or application that you use, including UPMC’s Website/Email Terms of Use, for detailed information on the types of cookies and other technologies we use, what information we collect, the reasons why we use these technologies, as well as the terms associated with that website or application.
 - c. Butler Cancer Associates and you may agree to use a third-party website, application, or electronic messaging service (for example, with chat, video, or audio capabilities) for you to receive remote health care services from Butler Cancer Associates. These third-party services may have separate terms and conditions and privacy policies that you must agree to instead of or in addition to UPMC’s Website/Email Terms of Use. However, when you use the third-party service, unless otherwise indicated the health information that you choose to share is covered by this Notice.
10. **Research.** We may use and share your health information for research purposes, including recruitment, if:
 - a. The researcher obtains permission from a UPMC sanctioned committee (including Institutional Review Boards) that decides the request meets certain standards required by law; or
 - b. You provide us with your permission to do so. You may choose to participate in a research study that requires you to obtain related health care services. In this case, we may share your health information:
 - to the researchers involved in the study who ordered the hospital or other health care services; and
 - to your insurance company in order to receive payment for those services that your insurance agrees to pay for.

As permitted by law, we may use and share your health information, which may include tissue and other biological specimens, for research without your permission if the identifying parts of your information are removed prior to sharing. This will only be done if the researcher agrees in writing not to share the information, not to attempt to contact you, and to obey other requirements that the law provides. We may also share your health information with third parties solely to remove information that identifies you so that the remaining information can be used for research.

In conjunction with UPMC’s research mission, we may contact you with opportunities to participate in research studies in accordance with applicable laws. If you do not wish to be contacted about research opportunities, you can opt out by calling (412) 624-1030.

11. **Special Situations.** In the following situations, the law either permits or requires us to use or share your health information with others. However, laws governing sensitive information (including behavioral health information, drug and alcohol treatment information, and HIV status) may limit these disclosures.
 - a. **As Permitted or Required by Law.** We may share your health information when required or permitted by federal, state, or local law. For example, if we believe that you have been a victim of abuse, neglect, or domestic violence, we may share your health information with an authorized government agency.
 - b. **To Prevent a Serious Threat to Health or Safety.** We may use and share your health information with persons to prevent or lessen the threat of serious harm to the health and safety of you, the public, or another person. State laws may require such disclosure when an individual or group has been specifically identified as the target or potential victim.
 - c. **Organ and Tissue Donation.** To assist in the process of eye, organ, or tissue transplants in the event of your death, we may share your health information with organizations that obtain, store, or transplant eyes, organs, or tissue.
 - d. **Special Government Purposes.** We may use and share your health information with certain government agencies, such as:
 - **Military and Veterans.** We may share your health information with military authorities as the law permits if you are a member of the armed forces (of either the United States or a foreign government).
 - **National Security and Intelligence.** We may share your health information with authorized federal officials for intelligence, counterintelligence and other national security activities authorized by law.
 - **Protective Services for the President and Others.** We may share your health information with authorized federal officials to protect the **President** of the United States, other authorized persons, or foreign heads of state. We may also

share your health information for purposes of conducting special investigations as authorized by law.

- e. **Workers' Compensation.** We may share your health information for Workers' Compensation or similar programs that provide benefits for work-related injuries or illness.
- f. **Public Health.** As permitted or required by law, including the National Emergencies Act, we may share your health information with public health authorities for public health purposes to prevent or control diseases, injuries, or disabilities. This includes, but is not limited to, reporting **diseases**, injuries, and important events such as birth or death, and conducting public health monitoring, investigations, or activities. For example, we may share your health information to 1) report abuse or neglect; 2) collect and report on the quality, safety, and effectiveness of products and activities regulated by the Food and Drug Administration (FDA) (such as drugs and medical equipment, and could include product recalls, repairs, and monitoring); or 3) help contain the spread of a disease.
- g. **Health Oversight.** We may share your health information with a health oversight agency and organization for purposes including 1) monitoring the health care system; 2) determining benefit eligibility for Medicare, Medicaid, and other government benefit programs; 3) accreditation and 4) monitoring compliance with government regulations and laws.
- h. **Coroners, Medical Examiners, and Funeral Directors.** We may share your health information with a coroner or medical examiner in order to identify a deceased person, determine the cause of death, or for other reasons allowed by law. We also may share your health information with funeral directors, as necessary, so they can carry out their duties.
- i. **Inmates.** If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may share your health information with the correctional institution or law enforcement official. For example, we may share your protected health information 1) for the institution to provide you with health care; 2) to protect your health and safety or the health and safety of others; or 3) for the safety and security of the correctional institution and its staff.

B. Other Ways We Are Allowed to Use and Provide Your Health Information to Others

1. **Hospital Directory.** We may include limited information about you in the hospital directory while you are a patient at Butler Cancer Associates. The information may include your name, location in the building, general condition, such as "stable," "serious," "critical," and your religious affiliation. Except for your religious affiliation, the directory information may be released to people who ask for you by name. We may give your religious affiliation to a member of the clergy, such as a priest or rabbi, even if they do not ask for you by name. This helps your family, friends, and clergy who visit you to know how you are doing. You have the right to ask that all or part of your information not be given out. If you do so, we will not be able to tell your family or friends your room number or that you are in the hospital or facility.
2. **People Involved in Your Care or Payment for Your Care.** We may share your health information with a friend, family member, or another person identified by you who is involved in your medical care or the payment of your medical care. We may share your health information with others if you are present or available before we share your health information with them and you do not object to our sharing your health information with them, or we reasonably believe that you would not object to this. If you are not present and certain circumstances indicate to us that it would be in your best interests to do so, we will share information with a friend or family member, to the extent necessary. This could include sharing information with your family or friend so that they can pick up a prescription or a medical supply. We may tell your family or friends that you are in a UPMC hospital and your general condition. We may share medical information about you with an organization assisting in a disaster relief effort. We may also share information through UPMC online portals with people you designate.
3. **Permissible Disclosures to Law Enforcement.** We may share your health information with a law enforcement official or authorized individual:
 - a. In response to a court order, subpoena, warrant, summons, or similar process;
 - b. To identify or locate a suspect, fugitive, material witness, or missing person;
 - c. About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
 - d. About a death we believe may be the result of criminal conduct;
 - e. About criminal conduct at the hospital; or 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.
4. **Exceptions to the Above.**
 - a. If you are a patient in a psychiatric/mental/behavioral health facility or drug and alcohol facility, additional authorization may be required to release your information outside of Butler Cancer Associates. Subject to laws that allow certain minors to consent to medical treatment, this permission must come from your parents or legal guardians.
 - b. Substance use disorder treatment records received from programs subject to 42 CFR part 2, or testimony relaying the content of such records, shall not be used or disclosed in civil, criminal, administrative, or legislative proceedings against you unless we have your written consent, or are so ordered by a court. A court order authorizing use or disclosure must be accompanied by a subpoena or other legal document.

C. Where Written Permission is Required

Except as stated in Sections A and B, your written permission is required before we can use or share your health information with anyone outside of Butler Cancer Associates. If you give us permission to use or share your health information, you may revoke that permission, in writing, at any time. However, this does not apply to health information that we have already shared with your permission.

Your Rights Concerning Your Health Information

The law gives you the following rights about your health information:

1. **Right to Ask to See and Request a Copy.** You have the right to ask to see and request a copy of the health information maintained in your "designated records set" (as defined by HIPAA) – which includes medical and billing records about you and other records we use to make decisions about your care. This includes your right to request electronic access to your medical records or request to receive a copy of your electronic medical records in electronic form. UPMC provides patient portals as one option for patients to electronically access their health information free of charge. You can either visit UPMC.com or call your doctor's office or the place where you were treated to find out how to make a request. You may also request that the information be provided to a designated third party that you identify. In such cases, you may have to pay fees as permitted by law for other requests to inspect, electronically access or receive a copy of your information, including where you designated a third-party recipient. If we are concerned that your request may cause harm, we may tell you that you cannot see or have a copy of some or all your health information. If we tell you this, you have the right to have the denial reviewed by a licensed health care professional identified by Butler Cancer Associates who did not participate in the original decision to deny access.

2. **Right to Ask for a Correction.** If you feel that health information we have about you is incorrect or incomplete, you may ask us to correct the information. You have the right to ask for a correction for as long as the information is kept by or for UPMC. You must put your request in writing and give it to your doctor or the place where you received care. If you do not ask in writing or give your reasons in writing, we may tell you that we will not make the change. We also have the right to refuse your request if 1) we determine that the information is correct and complete; 2) the information is not part of the health information created or kept by or for UPMC; 3) the person or place who created the information is no longer available to make the correction and we believe the information to be correct; or 4) the information is not part of the information that you are permitted by law to see and/or copy. If we refuse your request, you may ask to place a note in your record describing how you believe the information to be incorrect.

3. **Right to Ask for an “Accounting of Disclosures.”**
 You have the right to ask us for an “accounting of disclosures.” This is a list of those people and organizations who have received or have accessed your health information. This right does not include information made available for treatment, payment, or health care operations, or made available when you have provided us with permission to do so. Requests must be in writing and must include in your written request how far back in time you want us to go, which may not be longer than six (6) years.

4. **Right to Ask for Limits on Use and Sharing.**
 - a. **Generally.** You have the right to ask us to limit the health information we use or share with others about you for treatment, payment, or health care operations. You can either make the request in UPMC’s patient portal or call your doctor’s office or the place where you received your care to get instructions on how to submit such a request. In your request, you must tell us 1) what information you want to limit; 2) whether you want to limit our use, disclosure, or both; and 3) the person or institution the limits apply to . For example, you could ask that we not use or share information about a surgery you had. We are not required to agree to your request. However, if we do agree to your request, we still may provide information, as necessary, in the event of an emergency.
 - b. **Services Paid for by You.** Where you have paid for your services out of pocket in full, at your request, we will not share health information about those services with a health plan for purposes of payment or health care operations. A “Health plan” is an organization that pays for your medical care.

5. **Right to Ask for Confidential Communications.** You have the right to ask that we contact you about your health information in a certain way or at a certain location that you believe provides you with greater privacy. For example, you can ask that we contact you at work or by mail. Your request must state how or where you wish to be contacted. You must make your request in writing to your doctor or the place where you received care. You do not need to provide a reason for your request. We will try to comply with all reasonable requests.

6. **Right to Ask for a Paper Copy of This Notice.** You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically (for example, through the computer), you still have the right to a paper copy of this Notice. You can also get a copy of this Notice at our website. To obtain a paper copy of this Notice, contact your doctor’s office or the registration department of the place where you received care.

Violation of Privacy Rights

If a breach of your health information occurs at Butler Cancer Associates or one of its Business Associates, you will be provided with written notification as required by the Health Insurance Portability and Accountability Act (HIPAA) and its regulations.

If you believe your privacy has been violated by us, you may file a confidential complaint directly with us. You can do this by contacting the UPMC Privacy Officer at the hospital or facility where you received care or by calling the UPMC Compliance Help Line at 1-877-983-8442, or the UPMC Office of Patient and Consumer Privacy at 412-647-5757.

You also may file a complaint with the Secretary of the U.S. Department of Health and Human Services. To file a complaint with the Secretary of Health and Human Services, you must 1) name Butler Cancer Associates or the person that you believe violated your privacy rights and describe how that place or person violated your privacy rights; and 2) file the complaint within 180 days of when you knew or should have known that the violation occurred. All complaints to the Secretary of the U.S. Department of Health and Human Services must be in writing and addressed to:

**U.S. Department of Health and Human Services 200 Independence Ave. S.W.
 Washington, DC 20201**

You will not be penalized for filing a complaint.

Changes to This Notice

We reserve (have) the right to change this Notice. We reserve (have) the right to make the revised or changed Notice effective for health information we already have about you and for any future health information. We will post a copy of the revised Notice in the places where we provide medical services and on our website. The Notice will contain the effective date on the first page, in the top left-hand corner. We will provide to you, if you ask us, a copy of the Notice that is currently in effect each time you register at Butler Cancer Associates as an inpatient or outpatient for treatment or health care services.

If You Have Questions About This Notice

If you have any questions about this Notice, please contact your doctor or the place where you received care. You also may contact the **UPMC Office of Patient and Consumer Privacy at 412-647-5757**

UPMC

UPMC is an equal opportunity employer. Policy prohibits discrimination on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or veteran status. Further, UPMC will continue to support and promote equal employment opportunity, human dignity, and racial, ethnic, and cultural diversity. This policy applies to admissions, employment, and access to and treatment in UPMC programs and activities. This commitment is made by UPMC in accordance with federal, state and/or local laws and regulations.

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