

ORIGINAL

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE CITY OF SAN ANTONIO ON BEHALF OF THE SAN ANTONIO  
METROPOLITAN HEALTH DISTRICT AND THE  
BEXAR COUNTY HOSPITAL DISTRICT d/b/a UNIVERSITY HEALTH SYSTEM**

This Memorandum of Agreement (“Agreement”) is entered into by and between the City of San Antonio (hereinafter referred to as “City”) a Texas Municipal Corporation, on behalf of the San Antonio Metropolitan Health District (hereinafter referred to as “Metro Health”), Bexar County Hospital District d/b/a the University Health System through its Refugee Health Services Clinic

**WHEREAS**, the City’s Tuberculosis (TB) Prevention and Control Program (hereinafter referred to as the “Program”) within the Metro Health provides examination, diagnosis and treatment for individuals suspected or confirmed with active tuberculosis disease; and

**WHEREAS**, the Program also provides screening and preventive medicine for those with a known exposure to TB or those from high risk populations; and

**WHEREAS**, additional services offered include case management, contact investigation and community intervention with prevention measures in order to reduce the rates and control the spread of TB disease; and

**WHEREAS**, Metro Health has received funding from the Texas Department of State Health Services (DSHS) in order to provide support services for the DSHS’ Health Services Region 8 TB Waiver Project for the prevention and control of TB; and

**WHEREAS**, the mission of the University Health System (UHS) and its Refugee Services is to promote the good health of the community by providing the highest quality of care to both inpatients and outpatients; and

**WHEREAS**, UHS provides health screening, lab and immunization services for the Refugee population settling in Bexar County; and

**WHEREAS**, this Agreement defines the terms between the City and UHS for the provision of medical consultation services by the Program which will contribute to the early intervention of Tuberculosis infection or disease; and

**NOW THEREFORE** this Agreement delineates the Parties’ responsibilities in meeting the anticipated needs of UHS and the City’s TB Prevention and Control Program.

**I. Term and Termination**

1.1 **Term:** The term of this Agreement shall begin upon execution and terminate on September 30, 2016 unless sooner terminated as hereinafter provided.

1.2 **Termination for Cause:** Either Party may terminate this Memorandum of Agreement, immediately upon written notice, for any of the following:

- A. Neglect or failure by either Party to perform or observe any of the terms, conditions, covenants or guarantees of this Agreement or of any amendment between the Parties provided;
- B. Violation by either Party of any rule, regulation, or law to which the Parties are bound under the terms of this Agreement.

1.3 **Termination without Cause:** City may terminate this Agreement at any time upon 30 days written notice to UHS.

## **II. UHS's Responsibilities**

2.1 UHS shall assist with and provide input on contact investigations, if requested, to the Metro Health Contact Investigation team.

2.2 UHS shall refer suspect TB cases and LTBI patients, with appropriate consent, to Metro Health for further evaluation.

2.3 UHS shall comply with standard practices of confidentiality of patient information as required by the Metro Health and mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Texas State privacy laws. UHS will enter into a Business Associate Agreement with the City that is attached hereto as Attachment I and incorporated herein as a part of this Agreement for all purposes.

2.4 UHS shall perform duties and services under this Agreement in accordance with all relevant local, state, and federal laws and shall comply with standards, guidelines, and policies of the City and the Metro Health.

2.5 City policies regarding authorization for access to confidential information and review of medical records will be followed by UHS. UHS assumes full responsibility for any breach of confidence by its staff or its participating medical professionals with regard to activities under this Agreement.

2.6 UHS shall not use any City data or information collected, obtained or observed during the term of this Agreement for publication, or reviews or presentations unless approval is obtained in writing from the City.

## **III. City Responsibilities**

3.1 Metro Health will provide examination, diagnosis and treatment for individuals suspected or confirmed with active tuberculosis disease and latent TB infections.

3.2 Metro Health will provide tangible reinforcements for residents participating in the Medicaid Waiver program as funding resources allow.

3.3 Metro Health will provide social service opportunities as funding resources allow for eligible residents.

3.4 Metro Health will provide ongoing communication with UHS regarding any changes, difficulties or problems that may arise related to this MOA.

#### **IV. Insurance and Indemnification**

4.1 **Liability and Insurance:** UHS and City each maintain a self-insurance fund for general liability and worker's compensation claims and causes of action to meet the statutory obligations of each Party's employees.

4.2 **Indemnification:** UHS and City acknowledge they are subject to, and comply with, the applicable provisions of the Texas Tort Claims Act, as set out in the Civil Practice and Remedies Code, Section 101.001, *et. seq.*, and the remedies authorized therein regarding claims or causes of action that may be asserted by third parties for accident, injury or death.

#### **V. Administration of Agreement**

5.1 UHS agrees to comply with all the terms and conditions that the City must comply with in its award of funds from the Medicaid 1115 Waiver Program. A copy of program requirements and documentation is available upon request to Metro Health.

5.2 UHS shall make available to City, State Medicaid Program officials, or any of their duly authorized representatives, upon appropriate notice, such books, records, reports, documents, papers, policies and procedures as may be necessary for audit, examination, excerpt, transcription, and copy purposes, for as long as such records, reports, books, documents, and papers are retained. This right also includes timely and reasonable access to UHS's facility and UHS's personnel for the purpose of interview and discussion related to such documents. UHS shall, upon request, transfer certain records to the custody of City or State Medicaid Program officials when the City or State determines that the records possess long-term retention value.

5.3 Unless otherwise provided herein, all reports, statements, records, data, policies and procedures or other information requested by Metro Health shall be submitted by UHS to City within five (5) working days of the request. The parties agree that a shorter time frame may be necessary for response in the case of the single audit and shall cooperate to meet deadlines necessary to comply with the single audit requirements. Furthermore, UHS ensures that all information contained in all required reports or information submitted to City is accurate.

## **VI. General Provisions**

### **6.1 Confidentiality:**

- A. Confidentiality of UHS: UHS acknowledges that in connection with the services to be performed under this Agreement by UHS, UHS and its employees may be acquiring and making use of certain confidential information of the City and Metro Health which includes, but is not limited to, management reports, financial statements, internal memoranda, reports, patient lists/health information, and other materials or records of a proprietary nature ("Confidential Information"). Therefore, in order to protect the Confidential Information, UHS and its employees shall not after the date hereof use the Confidential Information except in connection with the performance of services pursuant to this Agreement, or divulge the Confidential Information to any third party, unless the City consents in writing to such use or divulgence or disclosure is required by law. In the event UHS receives a request or demand for the disclosure of Confidential Information, UHS shall promptly provide written notice to the City of such request or demand, including a copy of any written element of such request or demand. UHS further agrees to adequately instruct its employees, physicians and all personnel that may provide services pursuant to this Agreement regarding the confidentiality and privacy of patients and patients' medical records. All such instructions shall be in accordance with the formal policies and rules of the UHS and with all federal and state laws and regulations regarding patient and medical record confidentiality. UHS assumes full responsibility for any breach of confidence by its employees or its staff with regard to the provision of services under this Agreement.
- B. Confidentiality of City and Metro Health: City and Metro Health acknowledge that in connection with the services to be performed under this Agreement by City and Metro Health, City and Metro Health and its employees may be acquiring and making use of certain confidential information of the UHS which includes, but is not limited to, management reports, financial statements, internal memoranda, reports, patient lists/health information, and other materials or records of a proprietary nature ("Confidential Information"). Therefore, in order to protect the Confidential Information, City and Metro Health and its employees shall not after the date hereof use the Confidential Information except in connection with the performance of services pursuant to this Agreement, or divulge the Confidential Information to any third party, unless the UHS consents in writing to such use or divulgence or disclosure is required by law. In the event City and/or Metro Health receives a request or demand for the disclosure of Confidential Information, City and/or Metro Health shall promptly provide written notice to the UHS of such request or demand, including a copy of any written element of such request or demand. City and Metro Health further agree to adequately instruct its employees, physicians and all personnel that may provide services pursuant to this Agreement regarding the confidentiality and privacy of patients and patients' medical records. All such instructions shall be in accordance with the formal policies and rules of the City, Metro Health and with all federal and state laws and regulations regarding patient and medical record confidentiality. City and Metro Health assume full responsibility for any breach of confidence by its

employees or its staff with regard to the provision of services under this Agreement.

6.2 **Compensation:** No fees or expenses shall be exchanged between the City and UHS for the activities set out under this Agreement. The City will not be charged for any services performed by UHS in connection with the activities covered by this Agreement or have any obligation to pay the salaries or expenses of any UHS personnel.

6.3 **Notice:** All notices, requests, demands and other communications required or permitted to be given or made under this Agreement shall be in writing, shall be effective upon receipt or attempted delivery, and shall be sent by (a) personal delivery; (b) certified or registered United States mail, return receipt requested; or (c) overnight delivery service with proof of delivery. Notices shall be sent to the addresses below:

**City:**

City of San Antonio  
San Antonio Metropolitan Health District  
Attn: Thomas L. Schlenker, Director  
  
332 W. Commerce, Suite 307  
San Antonio, TX 78205

**UHS:**

University Health System  
Attn: Roberto Villarreal, MD, MPH  
Sr. Vice President, Research & Information  
Management  
4502 Medical Drive  
San Antonio, TX 78229

6.4 **Independent Contractor:** UHS is an independent contractor, and neither UHS nor any of its agents, representatives, staff or employees shall be considered agents, representatives, or employees of the City. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relations between the parties hereto. UHS shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. City shall not provide UHS staff any salaries, insurance or other benefits.

6.5 **Amendments:** Except where the terms of this Agreement expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be effected by amendment, in writing, executed by both City and UHS.

6.6 **Licenses/Certifications:** UHS warrants and certifies that UHS and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

6.7 **Compliance:** UHS shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

6.8 **Assignment:** This Agreement is not assignable by either party without the prior written consent of the other party. Any assignment without such written consent shall be void.

6.9 **Captions:** The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.

6.10 **Texas Law to Apply/Venue:** This Agreement shall be construed under and in accordance with the laws of the United States and the State of Texas.

6.11 **Legal Construction:** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

6.12 **Entire Agreement:** The final and entire Memorandum of Agreement between the parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the parties hereto unless same be in writing, dated subsequent to the date hereof, and duly executed by the parties.

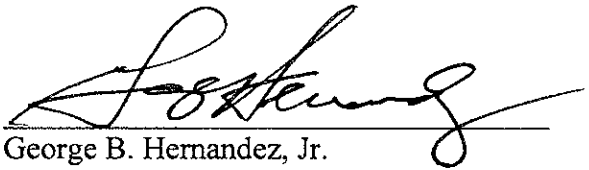
WITNESS OF WHICH this Memorandum of Agreement has been executed on this the

\_\_\_\_\_ day of \_\_\_\_\_, 2015.

**City of San Antonio  
San Antonio Metropolitan Health District**

**Bexar County Hospital District d/b/a University  
Health System**

\_\_\_\_\_  
Thomas L. Schlenker, MD, MPH  
Director of Health

  
\_\_\_\_\_  
George B. Hernandez, Jr.  
President/Chief Executive Officer

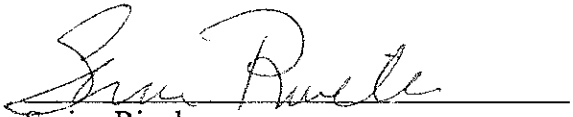
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved as to form:

Approved as to Form For UHS:

\_\_\_\_\_  
Martha G. Sepeda  
Acting City Attorney

  
\_\_\_\_\_  
Serina Rivela  
Associate General Counsel

**HIPAA BUSINESS ASSOCIATE AGREEMENT**

**This HIPAA Business Associate Agreement** is entered into by and between the City of San Antonio ("Covered Entity"), and Bexar County Hospital District d/b/a the University Health System a Business Associate ("BA").

WHEREAS, Covered Entity and BA may need to use, disclose and/or make available certain information pursuant to the terms of a Memorandum of Agreement, some of which may constitute Protected Health Information ("PHI"); and

WHEREAS, Covered Entity and BA intend to protect the privacy and provide for the security of PHI disclosed to each other pursuant to the Service Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws; and

WHEREAS, the purpose of this Agreement is to satisfy certain standards and requirements of HIPAA and the HIPAA Regulations, including, but not limited to, Title 45, Section 164.504(e) of the Code of Federal Regulations ("C.F.R."), as the same may be amended from time to time;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

- A. Definitions. For the purposes of this Agreement, the following terms have the meanings ascribed to them:
- (1) "Disclosure" with respect to PHI, shall mean the release, transfer, provision of access to or divulging in any other manner of PHI outside the entity holding the PHI.
  - (2) "Individual" shall have the same meaning as the term "Individual" in 45 C.F.R. 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. 164.502(g).
  - (3) "Parties" shall mean Covered Entity and BA.
  - (4) "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and Part 164, subparts A and E.
  - (5) "Protected Health Information" or "PHI" shall have the same meaning as the term "protected health information" in 45 C.F.R. 164.501, limited to the information created or received by BA from or on behalf of Covered Entity.
  - (6) "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR § 164.501.
  - (7) "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

- (8) "PHI Breach" shall mean an acquisition, access, use, or disclosure of PHI in a manner not permitted by the Privacy Rules and such action compromises the security or privacy of the PHI.

B. BA Obligations and Activities. BA agrees that it shall:

- (1) Not use or disclose the PHI other than as permitted or required by this Agreement or as Required by Law;
- (2) Establish and maintain appropriate administrative, physical, and technical safeguards that reasonably and appropriately protect, consistent with the services provided under this Agreement, the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of covered entity;
- (3) Mitigate, to the extent practicable, any harmful effect that is known to BA of a use or disclosure of PHI by BA in violation of the requirements of this Agreement;
- (4) Report to Covered Entity any use or disclosure of PHI of which BA is aware or becomes aware that is not provided for or allowed by this Agreement as well as any security incident that BA becomes aware of;
- (5) Ensure that any of its agents or subcontractors with which BA does business and to whom it provides PHI received from, created or received by BA on behalf of Covered Entity are aware of and agree to the same restrictions and conditions that apply through this Agreement to BA with respect to such information, and further agree to implement reasonable and appropriate administrative, physical and technical safeguards to protect such information;
- (6) Provide access, at the request of Covered Entity, and in a reasonable time and manner as agreed by the Parties, to PHI in a Designated Record Set to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements 45 C.F.R. §164.524;
- (7) Make any amendment(s) to PHI in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 C.F.R. 164.526 at the request of the Covered Entity or an Individual, and in a reasonable time and manner agreed to by the Parties;
- (8) Make available to the Covered Entity or to the Secretary of the U.S. Department of Health and Human Services all internal practices, books and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by the BA on behalf of the Covered Entity, for purposes of the Secretary of the U.S. Department of Health and Human Services in determining Covered Entity's compliance with the Privacy Rule;
- (9) Document such disclosures of PHI, and information related to such disclosures, as would be required for Covered Entity to respond to a request from an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. 164.528;
- (10) Provide Covered Entity or an Individual, in a reasonable time and manner as agreed to by the Parties, information collected in accordance with Section B(9) of this Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. 164.528.



- (11) Will immediately, and in no event later than 14 days of discovery, notify Covered Entity of any breach of PHI and will coordinate with Covered Entity to identify, record, investigate, and report to an affected individual and US Department of Health and Human Services, as required, any covered PHI breach.

C. Permitted Uses and Disclosures by BA

- (1) Except as otherwise limited in this Agreement, BA may use or disclose PHI to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Service Contract, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity.
- (2) Except as otherwise limited in this Agreement, BA may disclose PHI for the proper management and administration of the BA, provided that disclosures are Required By Law, or BA obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the BA of any instances of which it is aware in which the confidentiality of the information has been breached.
- (3) Except as otherwise limited in this Agreement, BA may use PHI to provide Data Aggregation Services to Covered Entity as permitted by 45 C.F.R. 164.504(e)(2)(i)(B).
- (4) BA may use PHI to report violations of law to appropriate Federal and State authorities, consistent with 45 C.F.R. 502(j)(1).

D. Obligations of Covered Entity. Covered Entity shall inform BA of its privacy practices and restrictions as follows. Covered Entity shall:

- (1) notify BA of any limitations in its notice of privacy practices in accordance with 45 C.F.R. 164.520, to the extent that such limitation may affect BA's use or disclosure of PHI;
- (2) notify BA of any changes in, or revocation of, permission by any Individual to use or disclose PHI, to the extent that such changes may affect BA's use or disclosure of PHI;
- (3) notify BA of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 C.F.R. 164.522 to the extent that such changes may affect BA's use or disclosure of PHI.
- (4) coordinate with BA regarding any PHI breach and make timely notification to affected individuals within 60 days of discovery.

E. Permissible Requests by Covered Entity.

Covered Entity shall not request BA to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Covered Entity, except that the Business Associate may use or disclose PHI for data aggregation or management and administrative activities of the BA.

F. Term and Termination.

- (1) The term of this Agreement shall commence on the date on which it is fully executed or contract start date of January 1, 2015, whichever is later. This Agreement shall terminate when all PHI encompassed by this Agreement is destroyed or returned to Covered Entity or, if it is infeasible to return or destroy the PHI, protections are extended to such information in accordance with the termination provisions in this Section.
- (2) Termination for Cause. Upon Covered Entity's knowledge of a material breach by BA, Covered Entity shall either (a) provide an opportunity for BA to cure the breach in accordance with the terms of the Service Contract or, if the BA does not cure the breach or end the violation within the time for cure specified in the Service Contract, end the violation and terminate this Agreement and the Contract; or (b) immediately terminate this Agreement and the Service Contract if BA has breached a material term of this Agreement and cure is not possible. If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary of the U.S. Department of Health and Human Services.
- (3) Effect of Termination.
  - (a) Except as provided below in paragraph (b) of this Section F(3), upon termination of this Agreement for any reason, BA shall return or destroy all PHI received from the Covered Entity, or created or received by BA on behalf of Covered Entity. This provision shall apply to PHI that is in the possession of BA or its subcontractors or agents. BA shall not retain any copies of PHI.
  - (b) In the event that BA determines that returning or destroying PHI is infeasible, BA shall provide to Covered Entity written notification of the condition that makes the return or destruction of PHI infeasible. Upon BA's conveyance of such written notification, BA shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make its return or destruction infeasible, for so long as BA maintains such PHI.
- (4) Notwithstanding any other provision under this Agreement, the Parties agree that the Service Contract may be terminated by either Party without penalty should the other Party violate a material obligation under this Agreement.

G. Amendment to Comply with Law. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rule and HIPAA.

H. Survival. The respective rights and obligations of the BA under Sections B, C(2) and (4), and F(3) shall survive the termination of this Agreement.

I. Interpretation. Any ambiguity in this Agreement shall be interpreted to permit Covered Entity to comply with the Privacy Rule.

J. Regulatory References. A reference in this Agreement to a section in the Privacy Rule means the section as in effect or amended.

- K. No Third Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer upon any person other than Covered Entity, BA, and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.
- L. ***INDEMNIFICATION. BA acknowledges that it is subject to, and complies with, the applicable provisions of the Texas Tort Claims Act, as set out in the Civil Practice and Remedies Code, Section 101.001, et. seq., and the remedies authorized therein regarding claims or causes of action that may be asserted by third parties.***
- M. Reimbursement. BA will reimburse Covered Entity for actual costs incurred responding to a PHI breach directly caused by BA or any of BA's subcontractors.
- N. Waiver. No provision of this Agreement or any breach thereof shall be deemed waived unless such waiver is in writing and signed by the party claimed to have waived such provision or breach. No waiver of a breach shall constitute a waiver of or excuse any different or subsequent breach.
- O. Assignment. Neither party may assign (whether by operation or law or otherwise) any of its rights or delegate or subcontract any of its obligations under this Agreement without the prior written consent of the other party. Notwithstanding the foregoing, Covered Entity shall have the right to assign its rights and obligations hereunder to any entity that is an affiliate or successor of Covered Entity, without the prior approval of Business Associate.
- P. Entire Agreement. This Agreement constitutes the complete agreement between Business Associate and Covered Entity relating to the matters specified in this Agreement, and supersedes all prior representations or agreements, whether oral or written, with respect to such matters. In the event of any conflict between the terms of this Agreement and the terms of the Service Contracts or any such later agreement(s), the terms of this Agreement shall control unless the terms of such Service Contract comply with the Privacy Standards and the Security Standards. No oral modification or waiver of any of the provisions of this Agreement shall be binding on either party. This Agreement is for the benefit of, and shall be binding upon the parties, their affiliates and respective successors and assigns. No third party shall be considered a third-party beneficiary under this Agreement, nor shall any third party have any rights as a result of this Agreement.
- Q. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas.

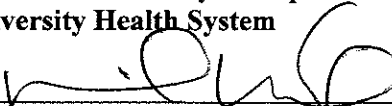
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**EXECUTED** to be effective January 1, 2015, by the **City of San Antonio**, signing by and through the parties' representatives below.

**COVERED ENTITY:**  
**By City of San Antonio**

By: \_\_\_\_\_  
Print Name: Thomas L. Schlenker, MD, MPH  
Print Title: Director, San Antonio Metropolitan Health District

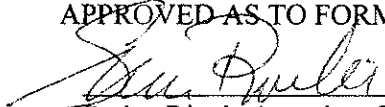
**BUSINESS ASSOCIATE:**  
**By Bexar County Hospital District d/b/a University Health System**

By:   
Print Name: Michael Hernandez, Jr.  
Print Title: Vice President/Chief Legal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha G. Sepeda  
Acting City Attorney

APPROVED AS TO FORM:

  
Serina Rivela Associate General Counsel