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

**Understanding your Health Record Information.**

Each time you visit a hospital, physician, or other healthcare provider a record of your visit is made. Typically this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information often referred to as your health or medical record serves as a:

Basic for planning your care and treatment

Means of communication among the many health professionals who contribute to your care

Legal document describing the care you received

Means by which you or a third party payer can verify that services billed were actually provided

A tool in education health professionals

A source of data for medical research

A source of information for public health officials charged with improving the health of the nation

A source of data for facility planning and marketing

A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to:

Ensure its accuracy, better understand who, what, when, where, and why others may access your health information make more informed decisions when authorizing disclosure to others.

**Your Health Information Rights:**

Although your health record is the physical property of the healthcare practitioner or facility that complied it, the information belongs to you. You have the right to:

Request a restriction on certain uses and disclosures of your information as provided by 45CFR 164.522 obtain a paper copy of the notice of information practices upon request. Inspect and copy your health record as provided for in 45 CFR 1654.524. Amend your health record as provided in 45 CFR 164.528. Obtain an accounting of disclosures of your health information as provided UB 45CFR 164.528

Request communications of your health information by alternative locations. Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

**Our Responsibilities:**

This organization is required to:

Maintain the privacy of your health information

Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you.

Abide by the terms of notice

Notify you if we are unable to agree to a requested restriction

Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you’ve supplied us. We will not use or disclose your health information without your authorization, except as described in this notice.

**For More Information or to Report a Problem:**

If you have questions and would like additional information, you may contact the Director of Health Information Management at (444) 111-111. If your privacy rights have been violated, you can file a complaint with the Director of Health Information Management or with the Secretary of Health and Human Services. There will be no retaliation for filling a complaint.

**Example of Disclosures for Treatment, Payment and Health Operations:**

We will *use your health information for treatment. For example:* Information obtained by a nurse, physician or other, member of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his expectations of the members of your healthcare team. Member’s of your healthcare team will then record the actions they took and their observations. In that way the physician will know how you are responding to treatment. We will also provide your physician or a subsequent healthcare provider with copies of various reports that should assist him/her in treating you once you’re discharged from the hospital. *We will use your health information for payment. For example:* A bill may be sent to you or a third party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures and supplies used. *We will use your health information regular health operations. For example:* Members of the medical staff, the risk or quality improvement manager, or members of the quality improvement team may use information will then be used in an effort to continually improve the quality improvement team may use information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

**Other Uses or Disclosures**

*Business Associate:* There are some services provided in our organization through contacts with business associates. Examples include physician services in the Emergency Department and Radiology, certain laboratory tests, and a copy service we use when making copies of your health record. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we’ve asked them to do and bill you or your third party payer for services rendered. So that your health information is protected, however, we require the business associate to appropriately safeguard your information.

*Directory:* Unless you notify us that you object, we will use your name, location in the facility, general condition, and religious affiliation for directory purposes. This information may be provided to members of the clergy and, except for religious affiliation to other people who ask for you by name.

*Notification:* We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition.

*Communication with family:* Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person’s involvement in your care or payment related to your care.

*Research:* We may disclose information to researches when their research has been approved by the Institutional Review Board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

*Funeral Directors:* We may disclose health information to funeral directors consistent with applicable law to carry out their duties.

*Organ Procurement organizations:* Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

*Marketing:* We may contact you to provide appointment reminders or information about alternatives or other health related benefits and services that may be of interest to you.

*Fund Raising:* We may contact you as part of a fund- raising effort.

*Food and Drug Administration (FDA):* We may disclose to the FDA information relative to adverse events with respect to food, supplements, product and product defects or post marketing surveillance information to enable product recalls, repairs, or placement.

*Workers Compensation:* We may disclose health information to the extend authorized by and to the extent necessary to comply with laws relating to workers compensation or similar programs established by law.

Public Health: As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury or disability.

Correctional Institution: Should you be an inmate of a correctional institution, we may disclose to the institution or agents thereof, health information necessary for your health information for law enforcement purposes as required by law, or in response to a valid subpoena. Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a workforce member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

**My signature below indicates that I have been provided with a copy of the notice of privacy practices**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Patient or Legal Representative** **Date**

**If signed by legal representative, relationship to patient \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Distribution: Original to Provider; Copy to Patient

The above form is not meant to encompass all the various way in which any particular facility may use health information. For example, those who use protected health information for fundraising or marketing will want to add those types of disclosures. It is intended to get the reader stated insofar as developing their own notice. As with form of this nature, the document, should be reviewed and approved by legal counsel prior to implementation.