

Hardin Memorial Hospital

NOTICE OF PRIVACY PRACTICES

Effective: April 14, 2003

Keeping Your Personal Health Information (PHI) Private

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

Hardin Memorial Hospital collects and maintains a great deal of personal health information about our patients. The federal HIPAA regulations on patient privacy and confidentiality limit how health care providers and their workforce members may use and disclose this information. In many cases, authorizations from the patient must be obtained. In order to protect the privacy and confidentiality of our patients' personal health information and comply with federal law, all members of the workforce of Hardin Memorial Hospital are required to comply with the provisions of this policy.

Our health care providers work together to provide the best care to their patients. As allowed by law and only if needed, health information is shared to provide the best treatment, arrange for payment and improve how we provide care in the future. You will receive this notice upon arrival when you register for treatment. On the consent for treatment form for this visit, you will be asked to acknowledge receipt of the Notice of Privacy Practice.

I. We Have a Legal Duty to Protect your Health Information

By law, we must keep your health information private and tell you that we are doing so. This includes your past, present, or future health information (your condition, care provided to you, or payment). We must follow the terms of this notice. If they change, we will change this notice so you will be aware of the changes.

II. We May Use and Disclose (Share) Your Health Information

1. For Treatment/Care. We may use and share your health information for your treatment or care. For example: Doctors, nurses, therapists, chaplains and other staff involved in your care will use information in your chart so that we can provide you with the best care.

We may also share your health information if you are transferred to another health care facility not associated with us but who will be providing treatment or care to you.

2. For Payment of Your Treatment. We may use and share your health information if needed for payment purposes. For Example: We may share information about your tests and care to your insurance company to arrange payment for

services provided to you. Or we may share your health information with other health care professionals who have treated you or provided services to you.

3. For Health Care Operations. We may use and share your health information, as necessary and as permitted by law, to help improve care and operate the hospital (such as improving clinical care, staff evaluations, managing our business, auditing, legal services, accreditation and licensing).
4. Health Products and Services. We may use your health information to let you know about our health products and services, those necessary for your care, to tell you of new products and services we offer and to give you general health and wellness information.
5. For Appointment Reminders and Health-related Benefits or Services: We may use health information to send appointment reminders or test results.
6. For Workers' Compensation. We may share your health information with worker's compensation agencies if needed for benefit determination.
7. When Services are Requested by Your Employer. We may share your health information with your employer when we have provided care to you at the request of your employer.
8. For Some Government Functions. We may share your health information if needed:
 - o If you are a veteran or in the military.
 - o For national security or security activities, such as conducting intelligence operations.
9. To Avoid Harm. We may share health information to law enforcement or safety in order to avoid a serious threat to the health or safety of one person or the public.
10. For Purposes of Organ Donation. We may share your health information if needed to arrange for organ or tissue donation from you.
11. For Health Oversight Activities. By law, we must share your health information as needed to a government agency doing audits, investigations, and civil or criminal proceedings.
12. For Public Health Activities. We may share your health information for public health activities, such as reporting diseases, injuries, births, deaths, and for looking into disease outbreaks. For deceased patients, by law and only if needed, we must share your health information with coroners and funeral directors.

13. For Legal Cases or Law Enforcement (at the Federal, State and local level). We may share your health information as needed:

- o To report wounds, injuries and crimes.
- o If we suspect child abuse or neglect.
- o If we believe you are a victim of abuse, neglect, or domestic violence.
- o To the Food and Drug Administration to report medicine adverse reactions, product defects, or product recalls.
- o Under court orders.

III. You Have the Chance to Object (“Opt Out”) to the Following Uses and Disclosures:

1. Family and Friends Helping in Your Care. With your approval, we may share your health information with your family, friends, or other caregivers that may help with your care or payment of your care. We may share health information to an agency that is helping in disaster relief efforts so that they may find your family or caregiver.
2. All Other Uses and Disclosures Need Your Prior Written Authorization. In any situation not mentioned above, we will ask for your written authorization before using or sharing your health information.

IV. Your Rights Regarding Your Health Information

1. The Right to Access Your Own Health Information. You have the right to copy and look at most of your health information that we keep on your behalf. All requests to copy and look at your health information must be made in writing and signed by you or your legal representative. Contact Health Information Services for this form.
2. The Right To Change Your Health Information. If you think there is a mistake in your health information or that information needs to be added, you can request that we amend (change) your health information.

You must make a written request and state your reason for amending your health information. If we approve your request, we will place the amendment in your medical records and let you know that we have it. We may deny your request if the existing health information is correct and complete, or was not created by us. If your request is denied, we will tell you in writing, with the reason(s) for the denial. You then have the right to file a written statement of disagreement with denial.

3. The Right to a Listing of Certain Disclosures of Your Health Information. You have the right to get a list of when we shared your health information and to whom. Written requests must be signed by you or your legal representative. Contact Health Information Services for an accounting.

4. The Right to Ask for Limits on Using and Sharing Your Health Information. You have the right to ask that we limit how we use and share your health information for treatment, payment, or health care operations. You may not limit the uses that we are allowed to do by law.
 - o We are not obligated to agree to your request but we will try to abide by your request.
 - o We have the right to end and agreed-to limitation if we believe that ending it is needed or that the limit will be hard to complete. You will be informed.

5. The Right to Choose How We Send Health Information to You. You have the right to ask that we send information on you to different address or in a different method (e.g. via phone or fax). We must agree to your request as long as it can easily be done.

How to Complain About Our Privacy Practices.

If you feel your privacy rights have been violated, or you disagree with a decision we made about access to your health information, you may file a complaint in writing or by calling the:

Hardin Memorial Privacy Officer, in Health Information Management
921 E. Franklin St.
Kenton, Ohio 43326

Or you may file a complaint with the U.S. Department of Health and Human Services in Washington, D.C. within 180 days of violation of your rights.