

The Riceville Family Care & Therapy Center
Privacy Notice
In Relation to the
Health Insurance Portability and Accountability Act of 1996
(HIPPA Regulation)

Privacy Notice

The purpose of this form is to provide notice to residents, describing how their protected health information (PHI) may be used and disclosed and how each resident can get access to their information affected by this notice. Questions or concerns to this information should be directed to the Administrator or Privacy Officer. This notice applies to all of the following individuals/entities:

- Any health care professional authorized to enter information into the medical record created and/or maintained at the facility.
- Any member of a volunteer group who is allowed to help the Resident while receiving services at the facility.
- All facility employees, staff and other facility personnel.
- Any other individual or entity required to follow the notice such as consultants or business associates.

Purpose

All of the individuals or entities identified above will follow the terms of this notice. These individuals or entities may share your health information with each other for the purpose of treatment, payment, or health care operations, as further described in this notice.

Privacy Policy

It is the policy of the Riceville Family Care & Therapy Center to maintain privacy and confidentiality in all aspects of a residents care. Staff will be held to a high standard of ethical conduct and will be continually educated on privacy and confidentiality issues. Any disclosure of resident information will follow the requirements of disclosure as stated in any resident consent forms that may apply. Failure to maintain these requirements by staff or business associates will be met with strict discipline.

Permission

The facility may be granted permission by the Resident or by law to use or disclose the Resident's PHI by use of any of the following:

- By obtaining written consent for the purpose of treatment, payment or health care operations (ala TPO). (Treatment can include contact with outside health care providers. Payment can include contact with residents' health plan. Health care operations can include performance evaluations, outcome analysis, teaching and fundraising).
- By obtaining written authorization for other purposes such as research and marketing.
- By obtaining a verbal agreement for purposes such as facility directory, to discuss Resident condition with family, friends or clergy.
- Or as permitted or required by law such as for public health authority or funeral director.

Rights

The Resident has certain rights regarding their PHI that the facility creates and/or maintains and they are as follows:

- May inspect and obtain copies of medical and billing records, but not psychotherapy notes. Inform Privacy Officer to make a formal written request. Cost of copies will be billed to resident. The Privacy Officer can deny any request.
- May request amendment to PHI that a Resident feels is incorrect or incomplete. Inform Privacy Officer to make a formal written request. Request may be denied.
- May request an accounting of disclosures. Disclosures pursuant to Residents authorization, incidental disclosures and disclosures to TPO of another facility are not subject to accounting.
- May request restrictions on health information used by facility or disclosed for the purpose of TPO. Inform Privacy Officer to make a formal written request. Request may be denied.
- May request confidential communications in regards to PHI. Inform Privacy Officer in writing of request. Request may be denied if not reasonable.
- May request a written copy of the Privacy Notice, including subsequent revised notices.

If the Resident wishes, they may file an Internal Complaint, in writing, with the Privacy Officer if they feel that their privacy rights have been violated. A Privacy Panel will review the complaint. The Resident will not be penalized for filling a complaint. The Resident may also file a complaint with The Department of Human Services.

Adopted 9/02