



## **HEALTH INFORMATION PRIVACY & ACCOUNTABILITY (HIPAA) NOTICE**

Saint John's On The Lake uses health information about you for your medical care plan, to obtain payment for your care, for administrative purposes, and to evaluate the quality of care that you receive. Your health information is contained in a medical record that is the physical property of Saint John's On The Lake.

### **Your Health Information Rights**

You have the right to:

- request a restriction on certain uses and disclosures of your information as provided by 45 C.F.R. §164.522; however, Saint John's On The Lake is not required to agree to a requested restriction;
- obtain a paper copy of the notice of information practices upon request;
- inspect and obtain a copy of your health record as provided for in 45 C.F.R. §164.524;
- request that your health record be amended as provided in 45 C.F.R. §164.526;
- request communications of your health information by alternative means or at alternative locations; and receive an accounting of disclosures made of your health information as provided by 45 C.F.R. §164.528.

### **Obligations of Saint John's On The Lake**

Saint John's On The Lake is required by law to:

- maintain the privacy of protected health information;
- provide you with this notice of its legal duties and privacy practices with respect to your health information;
- abide by the terms of this notice;
- notify you if we are unable to agree to a requested restriction on how your information is used or disclosed;
- accommodate reasonable requests you may make to communicate health information by alternative means or at alternative locations; and

Saint John's On The Lake reserves the right to change its information practices and to make the new provisions effective for all protected health information it maintains. Revised notices will be made available to you by posted public notice or upon request

### **How Saint John's On The Lake May Use or Disclose Your Health Information...**

**For Care.** Saint John's On The Lake may use your health information to provide you with medical care or services. For example, information obtained by a health care provider, such as a physician, nurse, or other person providing health services to you, will record information in your record that is related to your medical care. This information is necessary for health care providers to determine what care you should receive. Health care providers will also record actions they take in the course of your care and note how you respond to those actions.

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**For Payment.** Saint John's On The Lake may use and disclose your health information to others for purposes of receiving payment for care and services that you receive. For example, a bill may be sent to you or a third-party payer, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and care plan or supplies used in the course of your care.

**For Health Care Operations.** Saint John's On The Lake may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement staff, and others to:

- evaluate the performance of our staff;
- assess the quality of care and outcomes in your case and similar cases;
- learn how to improve our community and services; and
- determine how to continuously improve the quality and effectiveness of the health care we provide.

**Appointments.** Saint John's On The Lake may use your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

**Fund Raising.** Saint John's On The Lake may use your information to contact you for the promotion of charitable giving to the Saint John's Communities Foundation, Inc.

**Group Health Plans.** A group health plan, health insurance issuer, or HMO with respect to a group health plan may disclose health information to the sponsor of the plan.

**Compliance.** Saint John's On The Lake may use and disclose information about you as required by law. For example, Saint John's On The Lake may disclose information for the following purposes:

- for judicial and administrative proceedings pursuant to legal authority;
- to report information related to victims of abuse, neglect or domestic violence; and
- to assist law enforcement officials in their law enforcement duties.

**Public Health.** Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, disability, or for other health oversight activities.

**Decedents.** Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

**Organ/Tissue Donation.** Your health information may be used or disclosed for cadaveric organ, eye or tissue donation purposes.

**Research.** Saint John's On The Lake may use your health information for research purposes when an institutional review board or privacy board that has reviewed the research proposal and established protocols to ensure the privacy of your health information has approved the research.

**Health and Safety.** Your health information may be disclosed to avert a serious threat to the health or safety of yourself or any other person pursuant to applicable law.

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**Government Functions.** Your health information may be disclosed for specialized government functions such as protection of public officials or reporting to various branches of the armed services.

**Workers' Compensation.** Your health information may be used or disclosed in order to comply with laws and regulations related to Workers' Compensation.

**Other Uses.** Other uses and disclosures will be made only with your written authorization and you may revoke the authorization except to the extent Saint John's On The Lake has taken action in reliance on such.

## **Complaints**

You may voice complaints to Saint John's On The Lake and to the Department of Health and Human Services if you believe your privacy rights have been violated. There will not be any retaliation against you for filing a complaint.

## **Contact Information**

If you have any questions or concerns, please contact:

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Nursing Home & Assisted Living Administrator  
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