

Your Information. Your Rights. Our Responsibilities.

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

Your Rights

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

See page 2 for more information on these rights and how to exercise them

Your Choices

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

See page 3 for more information on these choices and how to exercise them

Our Uses and Disclosures

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

See pages 3 and 4 for more information on these uses and disclosures



How else can we use or share your health information? We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues f We can share health information about you for certain situations such as:

- f Preventing disease
- f Helping with product recalls
- f Reporting adverse reactions to medications
- f Reporting suspected abuse, neglect, or domestic violence
- f Preventing or reducing a serious threat to anyone's health or safety

Do research f We can use or share your information for health research.

Comply with the law f We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

Respond to organ and tissue donation requests f We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director f We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests f We can use or share health information about you:

- f For workers' compensation claims
- f For law enforcement purposes or with a law enforcement official
- f With health oversight agencies for activities authorized by law
- f For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions f We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

f We are required by law to maintain the privacy and security of your protected health information.

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