

Apostolic Christian Home, Inc.

Notice of Privacy Practices



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.**

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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 with our Privacy Officer if you believe your privacy rights have been violated

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 your name and location in our facility directory
- Provide mental health care
- Market our services
- Raise funds

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, other government requests

- Respond to lawsuits and legal actions

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can request to see an electronic or paper copy of your medical record and other health information, upon 24 hours advance notice, excluding weekends and holidays. Please contact our Privacy Officer for questions or to exercise this right.
- We will provide a copy or a summary of your health information, upon two working days advance notice, excluding weekends and holidays. We may charge a reasonable, cost-based fee. Please contact our Privacy Officer for questions or to exercise this right.

Ask us to correct your medical record

- You can contact our Privacy Officer with a written request to correct health information about you that you think is incorrect or incomplete.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we’ve shared information

- You can request from our Privacy Officer a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting the Apostolic Christian Home Privacy Officer.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with those individual names that you give us such as your family, close friends, or others involved in your care (“Responsible Party” and other “Contact Persons”) about your condition
- Share information in a disaster relief situation
- Include your name and location in our facility directory. In addition, your religious affiliation may be shared with clergy.
- Take photographs of you for identification and/or medical purposes during your stay. Your photograph may also be used at holiday activities, and for memory boards, cue boxes, resident of month and newsletter pictures.
- Issue our newsletter which may include your name, birth date, and other information such as your former occupation, hobbies, and such like that you give us at time of admission
- Display our activity calendar and daily activity board which may include your name and birthday

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes

- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again.
- We will obtain your authorization for any use or disclosure of protected health information for fundraising and/or marketing unless the communication is in the form of: a) face to face communication between you and us, or b) a promotional gift of nominal value is provided by us.

In case of revocation of authorization:

- You may request us to revoke an authorization to use or disclose protected health information that you previously granted, except in situations where we have already taken action in reliance upon your authorization; or the authorization was obtained as a condition of obtaining insurance coverage. We will take the necessary steps to honor and comply with your request to revoke an authorization. Your wish to revoke a previously granted authorization must be in submitted in writing to our Privacy Officer.

Our Uses and Disclosures

How do we typically use or share your health information?

We typically use or share your health information in the following ways.

Treat you

We can use your health information and share it with other professionals who are treating you.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run our organization

We can use and share your health information to run our practice, improve your care, and contact you when necessary.

In our facility, care and services are provided to you by our facility staff as well as by other health care providers/organizations. Although these providers/organizations are all independent, they cooperate with us to provide a coordinated system of care to you. We coordinate services with physicians, pharmacies, therapists, radiology, laboratories and others. This notice of privacy practices describes how we use and disclose your health information; however, you may receive separate notices of privacy practices from the other providers/organizations.

Example: We use health information about you to manage your treatment and services.

Bill for your services

We can use and share your health information to bill and get payment from health plans or other entities.

Example: We give information about you to your health insurance plan so it will pay for your services.

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

We can share health information about you for certain situations such as:

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

Do research

We can use or share your information for health research purposes when the research has been approved by an institutional review board or privacy board that has reviewed the research proposal and established protocols to ensure privacy of your protected health information.

Comply with the law

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

We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

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

We can use or share health information about you:

- For workers’ compensation claims

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

Respond to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our Business Office, posted on the bulletin board in the center circle, and on our web site.

Other Information Regarding This Notice

Effective Date: January 1, 2014

Should you have any questions or desire additional information, please contact our Privacy Officer as follows:

Apostolic Christian Home, Inc.

Attn: Privacy Officer

10680 Steiner Road

Rittman, Ohio 44270

330-927-1010

privacy@apostolichome.com

www.apostolichome.org