

CAYUGA COUNTY NURSING HOME

Notice of Privacy Practices

Effective April 14, 2004

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.

Cayuga County Nursing Home (CCNH) is required by law to maintain the privacy of your medical information and to give you this notice of legal duties and privacy practices with respect to medical information about you. This notice may be revised at any time. Any revisions will be effective for past, present or future medical information we have about you. CCNH is required to follow the terms of the most current notice and will post it in all sites where physical services are delivered. You will be able to request a copy at these sites. In addition, each time you begin services or are admitted to CCNH, you will receive a copy of the notice.

ALL EMPLOYED AND CONTRACTED STAFF AND BUSINESS ASSOCIATES WILL FOLLOW THIS NOTICE.

Uses and disclosures of health information:

For treatment: To your doctor and for referrals and coordination with programs; for example, labs, pharmacy and medical equipment providers; to persons that are involved in your care such as a friend or family members.

For payment: To the insurance companies, copies of notes related to treatment and services you received may be required to accompany the bill.

For health care operations: To run the facility and assess your care/services; for example, reviewing our treatment and services and to evaluate the performance of staff caring for you.

Special Situations – Protected Health Information may be released without your consent or authorization:

As required by law and to avert serious threat to health and safety: In response to a court order to identify or locate a suspect, fugitive, material witness or missing person; in emergency circumstances to report details of a crime, suspected crime or about the victim of a crime; if, under certain limited circumstances, we are unable to obtain the person's agreement; national security, intelligence activities and protective services of the President.

Public health risks: To prevent or control disease, injury or disability; to report births and deaths; to report child abuse or neglect or domestic violence when required or authorized by law; to report reactions to medications or problems with products; to notify people of recalls of

products they may be using; to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and in the event of a disaster.

Health oversight activities: Including audits, investigations, inspections and licensure activities as required by state or federal mandate.

Coroners, medical examiners and funeral directors: For identification purposes, to determine cause of death or as necessary to carry out their duties.

Organ & tissue donation: If a donor to an organization that handles organ procurement

Research: If reviewed by an independent review board

Military & veterans: As required by military command authorities

Workers' Compensation: As required to comply with laws relating to Workers' Compensation

(Exceptions to release without consent: We will follow the provisions of 42 CFR Part 2, which severely restricts the release of protected health information if the records are from substance abuse treatment. There are also special rules about releasing HIV/AIDS/STD services. CCNH must make special efforts to protect the names of people who receive these services.)

4/14/03