

IDEAL SENIOR LIVING CENTER (ISLC) PRIVACY NOTICE SUMMARY - Part I

THE FOLLOWING NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THE INFORMATION CAREFULLY.

ISLC is required by law to protect the privacy of its patients. Your confidential healthcare information may not be released for any purpose other than that which is identified in this notice.

A specific consent/authorization is **NOT** needed to release your confidential health care information to the following:

- Healthcare providers involved in your *care/treatment**.
- Your insurance providers for the purpose of *payment*.
- ISLC personnel to conduct *normal business operations* e.g: appointment reminders, directories of patients that are in the hospital, rosters of those to receive treatment, case management, quality assessment, risk management, etc
- *Religious affiliation clergy* who receive your religious affiliation, name, location in facility and general condition.
- Public or *law enforcement* officials in the event of a criminal or other investigation.
- *A public health, state or federal organization* in the event of a communicable disease, report of a defective device, untoward response to a biological product (food or medication), or to carry out their responsibilities to monitor healthcare organizations/providers.
- Individuals who ask for you by name, who may receive your location in facility and general condition (*See normal business operations*)..
- ISLC personnel and/or healthcare providers conducting *research resulting in reports containing non-personally identifiable data*. (These types of research project(s) will have been approved by the UHSH Institutional Review Board for appropriateness prior to implementation.)
- *Organ/Tissue Procurement* organizations, to carry out their duties as per applicable laws.
- *Coroners, Medical Examiners and Funeral Directors*, to carry out their duties as per New York State Law.
- Correctional institution(s) in which you are an *inmate*.
- Information as required by to military command authorities re: *Military Personnel/Veterans*, foreign or domestic.
- *Disaster Relief Agencies* who are assisting in notifications of families.

*There are special exemptions to this as per New York State law.

A specific consent/authorization **IS** required to release your confidential health care information to the following:

- *Individuals designated by you*, e.g.: caretaker, health care proxy, family members, life insurance providers, attorney, etc.
- ISLC personnel for *marketing* of healthcare treatment options or other health services that may be of interest to you
- *UHS Foundation* personnel for the purposes of raising funds to support ISLC's operations.
- ISLC personnel and/or healthcare providers conducting *research resulting in reports containing personally identifiable data*. utilizing personally identifiable data. (These types of research project will have been approved by the United Health Services Hospitals Institutional Review Board for appropriateness prior to implementation.)

You have the following rights:

- To *restrict* the use of your confidential healthcare information. However, ISLC may choose to refuse your restriction if it is in conflict of providing you with quality healthcare or in the event of an emergency situation.
- You may *revoke* your consent/authorization in writing at any time.
- To receive *confidential communication* about your health status;
- To *review and/or request* a photocopy of any/all portions of your medical record or billing information.
- To request an *amendment* to your healthcare information;
- To *receive an accounting of disclosures* of your designated record set (your medical record or billing information) and for what purpose.
- To file a *complaint with* ISLC if you believe your rights to privacy have been violated.

If you feel that your privacy rights have been violated, please mail your complaint to the hospital:

Office of the President
 Ideal Senior Living Center
 508 High Avenue
 Endicott, NY 13760

All complaints will be investigated. No personal issue will be raised for filing a complaint with the hospital. If your complaint cannot be resolved by Ideal Senior Living Center you may contact:

Office of Civil Rights
Ocrmail@hhs.gov
 1-800-368-1019

ISLC will abide by the terms of this notice. ISLC reserves the right to make changes to this notice and continue to maintain the confidentiality of all healthcare information. If alterations are made to this privacy notice, these changes will be posted on our web site (www.uhs.net) so you can be aware of any changes that may affect you. Any person may request and receive a printed

copy of this privacy notice. To obtain a paper copy of this notice or obtain further information about this notice, please contact, via postal mail:

Privacy Officer
Ideal Senior Living Center
508 High Avenue
Endicott, NY 13760

Date of origin: 2/03

Effective date: 4/14/03

Please note you will find additional information about any of the italicized words in the accompanying privacy notice booklet, Part II.