



## IRON COUNTY HOSPITAL NOTICE OF PRIVACY PRACTICE

**How we may use or disclose your PHI:** We will not use or disclose your PHI except as described in this notice. We may use and disclose your PHI (Protected Health Information) for the following purposes.

**Treatment, Payment and Healthcare Operations:** We may use and disclose your PHI without your consent for:

1. Treatment: We will use your PHI in the provision and coordination of your healthcare. We may disclose your PHI to your attending physician, consulting physician, nurses, technicians, medical students, and other health care providers who need to know your PHI for your care and continued treatment even after you leave.
2. Payments: We may release your PHI for the purpose of determining coverage, billing claims, medical data processing, and reimbursement. PHI may be released to an entity involved in the payment for your medical bill and may include medical records that are necessary for payment.
3. Routine Healthcare Operations: We may use and disclose your PHI during routine healthcare operations.

**Special Circumstances:** Your consent is not required if you need emergency treatment.

**Disclosure Requiring your Consent:**

1. Family/Friends: Unless you object, we may provide your PHI to a friend or family member who is involved in your medical care or who helps pay for your care.
2. Inpatient Hospital Directories: We may include certain limited information about you in the entity directories while you are a patient. This information may include your name, location in the hospital, and your religious affiliation.
3. Appointment Reminders
4. Health Related Benefits and Services: To tell you of health-related benefits or services that may be of interest to you.
5. Business Associates: Examples include accountants, lawyers, and medical transcriptions. We require the business associate to protect confidentiality of your PHI.
6. Marketing
7. Fundraising: We may contact you to participate in fund raising activities.
8. Workers Compensation: We may release your PHI for workers compensation or similar programs.
9. Other Uses: In situations not described in this Notice, we will ask for your written authorization.

**Certain uses and disclosures that do not require your consent:**

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| 1. Organ Procurement Organizations         | 7. Specific Government Functions                  |
| 2. Regulatory Agencies                     | 8. Military/Veterans                              |
| 3. Law Enforcement                         | 9. Inmates  |
| 4. Lawsuits and Disputes                   | 10. To Avoid Harm                                 |
| 5. Public Health                           | 11. Required by Law                               |
| 6. Judicial and Administrative Proceedings | 12. Coroner, Medical Examiners, Funeral Directors |

**Patient Health Information Rights:** You have the following rights concerning your PHI:

1. Right to Confidential Communications: For example, you may request that we only contact you at work or mail.
2. Right to Inspect and Copy: Such a request must be made in writing, you may be charged allowed by law.
3. Right to Amend: Request must be made in writing and you must state a reason. We are not required to honor your request if we determine that the PHI is accurate.
4. Right to an Accounting: except those disclosure made for treatment, payment, or healthcare operations.
5. Right to Request Restrictions
6. Right to Receive Copy of this Notice
7. Right to Revoke Authorizations

**For More Information or to Report a Problem:** If you have questions and would like additional information or if you believe your privacy rights have been violated, you may submit a formal complaint in writing to: Privacy Officer, Iron County Hospital, P O Box 548, Pilot Knob, MO 63663, 573-546-1260.

**Changes to this Notice:** We will abide by the terms of the notice currently in effect. We reserve the right to change the terms of this notice and to make the new notice provisions effective for all PHI we maintain.

**Notice Effective Date: December 5, 2006**

**Contact Number: Iron County Hospital 573-546-1260**