

Health Insurance Portability and Accountability Act of 1996 Notice of Privacy Practices

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.

- Your confidential healthcare information may be released to other healthcare professionals within the hospital for the purpose of providing you with quality healthcare.
- Your confidential healthcare information may be released to your insurance provider for the purpose of the hospital receiving payment for providing you with needed healthcare services.
- Your confidential healthcare information may be released to public or law enforcement officials in the event of an investigation in which you are a victim of abuse, a crime or domestic violence.
- Your confidential healthcare information may be released to other healthcare providers in the event you need emergency care.
- Your confidential healthcare information may be released to a public health organization or federal organization in the event of a communicable disease or to report a defective device or untoward event to a biological product (food or medication).
- Your confidential healthcare information may be released for workers compensation or similar programs.
- Your confidential healthcare information may not be released for any other purposes than that which is identified in this notice.
- Your confidential healthcare information may be released for all other

reasons not listed above, only after receiving written authorization from you. You may revoke your permission to release confidential healthcare information at any time.

- You may be contacted by the hospital to remind you of any appointments, healthcare treatment options or other health services that may be of interest to you.

The designated record set is defined as the medical record and billing record.

Fundraising

You may be contacted by this facility for the purposes of raising funds to support facility operations. If you do not want the facility to contact you for fundraising efforts, you must notify the Privacy Officer (see contact information below).

Right to Request Restrictions

You have the right to restrict the use of your confidential healthcare information. However, the hospital 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.

To request restrictions, you must make your request in writing to our Privacy Officer (see contact information below).

In your request, you must tell us:

- What information you want to limit:
- Whether you want to limit our use, disclosure or both; and
- To whom you want the limits to apply

Right to Request Confidential Communications

You have the right to request that we communicate with you about medical matters in a certain way or at a certain

location. (For example, you can ask that we only contact you at work or by mail).

To request confidential communications, you must make your request in writing to our Privacy Officer (see contact information below).

We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to Inspect and Copy

You have the right to review, inspect and photocopy any/all portions of your healthcare information. This includes medical and billing records. To inspect or request photocopies of your healthcare information you must submit your request in writing to our Privacy Officer (see contact information below).

If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed. Another licensed healthcare professional chosen by the hospital will review your request. We will comply with the outcome of the review.

Right to Amend

You have the right to request changes to your healthcare information. If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information.

To request an amendment, your request must be made in writing submitted to our Privacy Officer (see contact information below). In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Was not created by us
- Is not part of the medical information kept by or for the facility
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete

Right for an Accounting of Disclosures

You have a right to know who has accessed your confidential healthcare information and for what purpose. To request an accounting of disclosures, you must submit your request in writing to our Privacy Officer (see contact information below).

Your request must state a time period which may be longer than six (6) years and may not include dates before April 14, 2003.

Right to a Paper Copy of this Notice

You have the right to possess a copy of this Privacy Notice upon request. You may ask us to give you a copy of this at any time. You may also obtain a copy of this notice at our website: www.cloquethospital.com

To obtain a copy of this notice, please contact the Registration office or our Privacy officer.

We reserve the right to change this notice. We will post a current copy of the notice in the facility. The notice will contain on the first page, in the top right hand corner, the last revision. In addition, each time you register at or are admitted to the facility for treatment or services, we will offer you a copy of the current notice in effect.

This facility is required by the law to protect the privacy of its patients. It will keep confidential any and all patient healthcare information and will provide patients with a list of duties or practices that protect confidential healthcare information.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with our Privacy Officer (see contact information below) or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. All complaints will be investigated. You will not be penalized for filing a complaint.

Contacting Our Privacy Officer

To request any of the above privacy rights or for answers to any questions about this Privacy Notice, contact our Privacy Officer:

Privacy Officer
Community Memorial Hospital
512 Skyline Boulevard
Cloquet, MN 55720
(218) 878-7667

This notice is effective as of April 14, 2003.
Revised 10/11.