

MASONIC HOSPICE SERVICES
HIPAA NOTICE OF PRIVACY PRACTICES

Effective Date: 10/3/07

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.

If you have any questions about this notice, please contact Jane Craig, Social Services Director at 609-239-3818.

A. WHO WILL FOLLOW THIS NOTICE?

This notice describes the Masonic Hospice Services practices and that of:

1. Any health care professional authorized to enter information into your chart.
2. All departments of Masonic Hospice Services.
3. Any member of a volunteer group we allow to help you while you are under the care of Masonic Hospice Services.
4. All employees, staff and other Masonic Hospice Services personnel and contracted personnel.

B. OUR PLEDGE REGARDING MEDICAL INFORMATION:

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive at Masonic Hospice Services. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by the Masonic Hospice Service, whether made by Masonic Hospice Service personnel, contracted personnel or your personal doctor. Your personal doctor may have different policies or notices regarding the doctor's use and disclosure of your medical information created in the doctor's office or clinic.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

We are required by law to:

1. make sure that medical information that identifies you is kept private;
2. give you this notice of our legal duties and privacy practices with respect to medical information about you; and
3. follow the terms of the notice that is currently in effect.

C. HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU.

The following categories describe different ways that we use and disclose medical information. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

1. **For Treatment.** We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, nursing students, or other Masonic Hospice Services personnel or contracted personnel who are involved in taking care of you.
2. **For Payment.** We may use and disclose medical information about you so that the treatment and services you receive at the Masonic Hospice Services may be billed to and payment may be collected from you, an insurance company or a third party.
3. **For Health Care Operations.** We may use and disclose medical information about you for Masonic Hospice Services operations. These uses and disclosures are necessary to run the Masonic Hospice Services and make sure that all of our patients receive quality care. For example, we may use medical information to review our treatment and services to evaluate the quality of our care. We may use medical information to evaluate the performance of our staff in caring for you. We may also combine medical information about many Masonic Hospice Services patients to decide what additional services the Masonic Hospice Services should offer. We may also disclose information to doctors, nurses, technicians, nursing students, and other Masonic Hospice Services personnel or contracted personnel for review and learning purposes. We may remove information that identifies you from this set of medical information so others may use it to study health care and health care delivery without learning who the specific patients are.
4. **Disclosure to Relatives, Close Friends, Clergy and Other Caregivers** We may use or disclose your PHI to a family member, clergy, other relative, a close personal friend or any other person identified by you when you are present for, or otherwise available prior to, the disclosure, if we (1) obtain your agreement; (2) provide you with the opportunity to object to the disclosure and you do not object; or (3) reasonably infer that you do not object to the disclosure.

If you are not present, or the opportunity to agree or object to a use or disclosure cannot practicably be provided because of your incapacity or an emergency circumstance, we may exercise our professional judgment to determine whether a disclosure is in your best interests. If we disclose information to a family member, other relative or a close personal friend, we would disclose only information that we believe is directly relevant to the person's involvement with your health care or payment related to your health care. We may also disclose your PHI in order to notify (or assist in notifying) such persons of your location, general condition or death.

5. **Research.** Under certain circumstances, we may use and disclose medical information about you for research purposes. For example, a research project may involve comparing the health and recovery of all patients who received one medication to those who received another, for the same condition. All research projects, however, are subject to a special approval process. This process evaluates a proposed research project and its use

of medical information, trying to balance the research needs with patients' need for privacy of their medical information. Before we use or disclose medical information for research, the project will have been approved through this research approval process, but we may, however, disclose medical information about you to people preparing to conduct a research project, for example, to help them look for patients with specific medical needs, so long as the medical information they review does not leave the Masonic Hospice Services. We will almost always ask for your specific permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care at the Masonic Hospice Services.

6. **As Required By Law.** We will disclose medical information about you when required to do so by federal, state or local law.
7. **To Avert a Serious Threat to Health or Safety.** We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

D. SPECIAL SITUATIONS

1. **Organ and Tissue Donation.** If you are an organ donor, we may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.
2. **Military and Veterans.** If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign military authority.
3. **Workers' Compensation.** We may release medical information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.
4. **Public Health Risks.** We may disclose medical information about you for public health activities. These activities generally include the following:
 - a. to prevent or control disease, injury or disability;
 - b. to report births and deaths;
 - c. to report child abuse or neglect;
 - d. to report reactions to medications or problems with products;
 - e. to notify people of recalls of products they may be using;
 - f. 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;
 - g. to notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

5. **Health Oversight Activities.** We may disclose medical information to a health oversight agency for activities authorized by law, such as Medicare or Medicaid. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.
6. **Lawsuits and Disputes.** If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.
7. **Law Enforcement.** We may release medical information if asked to do so by a law enforcement official:
 - a. In response to a court order, subpoena, warrant, summons or similar process;
 - b. To identify or locate a suspect, fugitive, material witness, or missing person;
 - c. About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
 - d. About a death we believe may be the result of criminal conduct;
 - e. About criminal conduct at the Masonic Hospice Services; and
 - f. In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.
8. **Coroners, Medical Examiners, Funeral Directors and Funeral Notices.** We may release medical information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical information about patients of the Masonic Hospice Services to funeral directors as necessary to carry out their duties.
9. **National Security and Intelligence Activities.** We may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.
10. **Protective Services for the President and Others.** We may disclose medical information about you to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.
11. **Law Enforcement Custody.** If you are under the custody of a law enforcement official, we may release medical information about you to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

E. YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU.

You have the following rights regarding medical information we maintain about you:

1. **Right to Inspect and Copy.** You have the right to inspect and copy medical information that may be used to make decisions about your care. Usually, this includes medical and billing records, but does not include psychotherapy notes.

To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to Masonic Hospice Services Clinical Nursing Supervisor. 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 health care professional chosen by the Masonic Hospice Services will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

2. **Right to Amend.** If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the Masonic Hospice Services.

To request an amendment, your request must be made in writing and submitted to Clinical Nursing Supervisor. 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:

- a. Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- b. Is not part of the medical information kept by or for the Masonic Hospice Services;
- c. Is not part of the information which you would be permitted to inspect and copy; or
- d. Is accurate and complete.

3. **Right to an Accounting of Disclosures.** You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of medical information about you.

To request this list or accounting of disclosures, you must submit your request in writing to Clinical Nursing Supervisor. Your request must state a time period which may not be longer than six years and may not include dates before October 3, 2007. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a 12 month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

4. **Right to Request Restrictions.** You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not use or disclose information about your condition to a family member.

We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you must make your request in writing to the Clinical Nursing Supervisor. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply, for example, disclosures to your spouse.

5. **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 in a private setting or in writing.

To request confidential communications, you must make your request in writing to Clinical Nursing Supervisor. 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.

6. **Right to a Paper Copy of This Notice.** You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice

F. **CHANGES TO THIS NOTICE**

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current notice in the Masonic Hospice Services office and on the Masonic Hospice Services website. The notice will contain on the first page, in the top right-hand corner, the effective date.

G. **COMPLAINTS**

If you believe your privacy rights have been violated, you may file a complaint with the Masonic Hospice Services or with the Secretary of the Department of Health and Human Services. To file a complaint with the Masonic Hospice Services, contact Jane Craig, Social Services Director, 902 Jacksonville Road, Burlington, NJ 08016 at 609-239-3818. All complaints must be submitted in writing.

You will not be penalized for filing a complaint.

H. **OTHER USES OF MEDICAL INFORMATION.**

Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.