



NOTICE OF PRIVACY PRACTICE

St. Francis Hospital and staff strive to maintain the confidentiality of your protected health information (PHI) - the information in your medical record and other documents used in your care and treatment as established by law. This is a Notice of Privacy Practice at St. Francis Hospital (SFH). 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. A detailed description of our privacy practices is written below. Please read carefully.

WHO WILL FOLLOW THIS NOTICE?

- Any health care professional authorized to enter information into your hospital medical record.
- All departments of the hospital.
- All employees, staff, volunteers and other hospital personnel, including staff at the Hospital Sisters Health System (HSBS) Corporate Office or related entities providing services with whom we may share information.
- Any business associate or partner with whom we may share health information for the purpose of treatment, payment or health care operations.

OUR PLEDGE REGARDING YOUR MEDICAL INFORMATION

We understand that medical information is personal. We are committed to protecting medical information about you. We create a chart of the care and services you receive at the hospital. We need this record to provide you with quality care and to comply with certain legal regulations. This notice applies to all of the records of your care generated at St. Francis Hospital, whether by hospital personnel or your personal physician. Your physician may have different policies or notices regarding the use and disclosure of your medical information created in his or her 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 (St. Francis Hospital) are required by law to:

- Make sure that medical information that identifies you is kept private;
- Give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- Follow the terms of the Privacy notice that is currently in effect.

You have the right to complain to the hospital if you believe your rights to privacy have been violated. If you feel your rights have been violated, please call at 217-324-8596 or mail your complaint to:

*Director of Quality Services
St. Francis Hospital
P. O. Box 1215
Litchfield, Illinois 62056*

All complaints will be investigated. Finally, you may request a written complaint form for the U.S. Department of Health and Human Services, Office of Civil Rights from the Director of Quality Services.

Under no circumstances will you be penalized or retaliated against for filing a complaint.

DETAILED DESCRIPTION OF PRIVACY PRACTICES

St. Francis Hospital, Litchfield, Illinois

NOTICE OF PRIVACY PRACTICES

USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION (PHI)

Release of Information:

Information such as name and verification of hospitalization will be released to family, clergy and visitors unless such information is specifically restricted by the patient or representative.

Release of Information to other Hospitals, Nursing Home or Health Care Agency:

A copy of the entire record or any portion thereof pertaining to present hospitalization or care rendered by St. Francis Hospital (SFH) will be released upon transfer or discharge from SFH to the receiving hospital, nursing home or other health care agency as indicated and appropriate for continuity of care.

Release of Information regarding Your Billing:

Only necessary information will be sent to third-party payers. Information regarding your care and treatment/tests may be listed on the bill. This information will then be available to the guarantor of your insurance policy, such as your parent or spouse.

Release of Information for SFH Internal Review:

Physicians providing care in the Emergency Department may review past medical record(s) information for the purpose of care and treatment during the current Emergency Department visit. Attending and consulting physicians and Allied Health Professionals privileged by SFH may have access to current and past medical records of those patients he/she are treating in the hospital or their office. Staff may review current and any past medical records as needed for internal hospital functions, like (but not limited to) case management, discharge planning, quality services, medical care review, and/or medical research. Hospital staff may contact you by telephone or mail to remind you of appointments or other health care services as indicated. Hospital staff may contact you by telephone or mail for the purpose of public relations, such as patient care surveys.

Release of Information Without Opportunity to Object:

In general, we may use or disclose your protected health information as required by law and limited to the relevant requirements of the law.

1. Public Health: for public health purposes
2. Health Oversight: to health oversight agency for activities authorized by law, such as audits, investigations and inspections
3. Abuse or Neglect: to appropriate authorities to report child or elder abuse or neglect
4. Food and Drug Administration (FDA): as required by the FDA to track products
5. Legal Proceedings: in the course of legal proceedings
6. Law Enforcement: for law enforcement purposes, such as pertaining to victims of crime or to prevent a crime
7. Coroners, Funeral Directors, and Organ Donation: for coroner, funeral director to perform their duties as authorized by law and for organ donation purposes
8. Soldiers, Inmates and National Security: to military supervisors of Armed Forces personnel and to custodians of inmates, as necessary. Preserving national security may also necessitate sharing of protected health information
9. Workers' Compensation: to comply with workers' compensation laws
10. Compliance: to the Department of Health and Human Services to investigate our compliance

11. For Maternity Patients: Copies of part of the mother's medical record, such as the Prenatal Record, Summary of Labor and Delivery and other needed information, will be placed in the infant's(') medical record(s).
12. Birth and Death Certificates: All birth and death certificates are filed with the State of Illinois and contain PHI.

NOTICE OF ORGANIZED HEALTH CARE ARRANGEMENT BETWEEN HOSPITAL AND MEDICAL STAFF

St. Francis Hospital, the independent members of the Medical Staff (including your physician) and other health care providers affiliated with the Hospital have agreed, as permitted by law, to share your health information among themselves for the purpose of treatment, payment or health care operations. This enables us to better address your health care needs. This notice is being provided as part of the Notice of Privacy Practice of the Hospital. You may receive additional information of privacy practices from your health care provider(s).

YOUR RIGHTS

Access to Personal Medical Record Information:

Patients or their authorized persons may access their medical record - Protected Health Information except in special circumstances such as records containing psychotherapy notes or if the attending physician feels the information may be harmful to the patient or under the restrictions of the law. The patient or authorized person must complete a request form.

PHI may be released to a friend or family member who is directly involved in your medical care as designated by you or by a previously authorized Living Will or Durable Power of Attorney for Healthcare.

Request for a copy of your medical record must be made in writing and we may charge a fee for the cost of copying and mailing the record.

All medical records are maintained in the Health Information System Department.

Release of Information to Other Persons:

PHI will only be released to other persons or agencies upon written permission of the patient. Parent(s) may have access to the PHI of their child(ren) except that PHI related to the diagnosis and/or treatment of venereal disease, drug addiction, alcohol abuse and/or pregnancy/ abortion without the signed authorization of the patient.

Effective April 14, 2003, a log will be maintained naming instances where we have disclosed medical information about you, other than for treatment, payment or healthcare operations. You have the right to request a copy of this listing. This request must be in writing and we may charge a fee for the cost of copying and mailing of the list.