

THE LEGACY OF ST. ANTHONY NOTICE OF PRIVACY PRACTICES

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.

The Legacy of St. Anthony may use your health information that is defined as protected health information in the Privacy Rule of the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, for the purpose of providing you treatment, obtaining payment for your care and conducting health care operations. The Legacy of St. Anthony has policies to guard against unnecessary disclosure of your health information.

The following is a summary of the circumstances under which and purposes for which your health information may be typically used and disclosed.

To Provide Treatment: The Legacy of St. Anthony may use your health information to coordinate care within The Legacy of St. Anthony and with others involved in your care, such as your attending physician and other health care professionals who have agreed to assist The Legacy of St. Anthony in coordinating care. The Legacy of St. Anthony also may disclose your health care information to individuals outside of The Legacy of St. Anthony involved in your care including your primary family caregiver, pharmacists, supplies of medical equipment, or other health care professionals.

To Obtain Payment: The Legacy of St. Anthony may include your health information in invoices to collect payment from third parties for the care you receive from The Legacy of St. Anthony. For example, The Legacy of St. Anthony may be required by your health insurer to provide information regarding your health care status so that the insurer will reimburse you or The Legacy of St. Anthony. The Legacy of St. Anthony also may need to obtain prior approval from your insurer and may need to explain to the insurer your need for home care and the services that will be provided to you.

To Conduct Health Care Operations: The Legacy of St. Anthony may use and disclose health information for its own operations in order to facilitate the function of The Legacy of St. Anthony and as necessary to provide quality care to all of The Legacy of St. Anthony's residents. Health care operations include such activities as quality improvement, cost containment, case management activities, performance evaluation, training of employees and students, accreditation, auditing and business planning.

For Treatment Alternatives: The Legacy of St. Anthony may use and disclose your health information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

The following is a summary of the circumstances under which and purposes for which your health information may also be used or disclosed.

When Legally Required: The Legacy of St. Anthony will disclose your health information when it is required to do so by any Federal, State, or local law.

When There Are Risks to Public Health: The Legacy of St. Anthony may disclose your health information for public activities and purposes in order to prevent or control disease, report disease or death, or report adverse events with products or medication, for example.

To Report Abuse Neglect or Domestic Violence: The Legacy of St. Anthony is allowed to notify government authorities if The Legacy of St. Anthony believes a patient is the victim of abuse, neglect or domestic violence. The Legacy of St. Anthony will make this disclosure to the extent the disclosure is:

- a. Required by law
- b. Agreed by you
- c. Authorized by law and we believe the disclosure is necessary to prevent serious harm to you or to their potential victims

To Conduct Health Oversight Activities: The Legacy of St. Anthony may disclose your health information to a health oversight agency for activities including audits, civil administrative or criminal investigations, inspections, licensure or disciplinary action. The Legacy of St. Anthony, however, may not disclose your health information if you are the subject of an investigation and your health information is not directly related to your receipt of health care or public benefits.

In Connection with Judicial and Administrative Proceedings: The Legacy of St. Anthony may disclose your health information in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal as expressly authorized by such order or in response to a subpoena, discovery request or other lawful process, but only when The Legacy of St. Anthony makes reasonable efforts to either notify you about the request or to obtain an order protecting your health information.

For Law Enforcement Purposes: As permitted or required by State law, The Legacy of St. Anthony may disclose your health information to a law enforcement official for certain law enforcement purposes.

To Coroners and Medical Examiners: The Legacy of St. Anthony may disclose your health information to coroners and medical examiners for purposes of determining your cause of death or for other duties, as authorized by law.

To Funeral Directors: The Legacy of St. Anthony may disclose your health information to funeral directors consistent with applicable law and, if necessary, to carry out their duties with respect to your funeral arrangements.

For Organ, Eye, or Tissue Donation: When directed, The Legacy of St. Anthony may use or disclose your health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs, eyes, or tissue for the purpose of facilitating the donation and transplantation.

For Research Purposes: The Legacy of St. Anthony may, under very select circumstances, use your health information for research. Before The Legacy of St. Anthony discloses any of your health information for such research purposes, the project will be subject to an extensive approval process.

In the Event of a Serious Threat to Health or Safety: The Legacy of St. Anthony may, consistent with applicable law and ethical standards of conduct, disclose your health information if The Legacy of St. Anthony, in good faith, believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to your health or safety of the public.

For Specified Government Functions: In certain circumstances, the Federal regulations authorize The Legacy of St. Anthony to use or disclose your health information to facilitate specified government functions relating to military and veterans, national security, and intelligence activities, protective services for the President and others, medical suitability determinations and inmates and law enforcement custody.

For Worker's Compensation: The Legacy of St. Anthony may release your health information for worker's compensation or similar programs.

Authorization to Use or Disclose Health Information

Other than is stated above, The Legacy of St. Anthony will not disclose your health information other than with your written authorization. If you or your representative authorizes The Legacy of St. Anthony to use or disclose your health information, you may revoke that authorization in writing at any time.

Your Rights with Respect to Your Health Information

You have the following rights regarding your health information:

Right to Request Restrictions: You may request restrictions on certain uses and disclosures of your health information. You have the right to request a limit on The Legacy of St. Anthony's disclosure of your health information to someone who is involved in your care or the payment of your care. However, The Legacy of St. Anthony is not required to agree to your request. If

you wish to make a request for restrictions, please contact the Executive Director of The Legacy of St. Anthony. You may send your written request through the professional that admitted you to The Legacy of St. Anthony or you may mail the request.

Right to Receive Confidential Communications: You have the right to request that The Legacy of St. Anthony communicate with you in a certain way. For example, you may ask that The Legacy of St. Anthony only conduct communications pertaining to your health information with you privately with no other family members present. If you wish to receive confidential communications, please contact, in writing, the Executive Director of The Legacy of St. Anthony. The Legacy of St. Anthony will not request that you provide any reasons for your request and will attempt to honor your reasonable requests for confidential communications. You may send your written request through the professional that admitted you to The Legacy of St. Anthony or you may mail the request.

Right to Inspect and Copy Your Health Information: You have the right to inspect and copy your health information, including billing records. A request to inspect and copy records containing your health information may be made to the Executive Director of the agency. This must be a written request. If you request a copy of your health information, The Legacy of St. Anthony may charge a reasonable fee for copying and assembling costs associated with your request. Under federal law, however, you may not inspect or copy the following records: information compiled in reasonable anticipation of, or for use in, a civil, criminal, or administrative action or proceeding; and protected health information that is subject to a law that prohibits access to protected health information.

Right to Amend Health Care Information: You or your representative has the right to request that The Legacy of St. Anthony amend your records, if you believe that your health information is incorrect or incomplete. That request may be made as long as the information is maintained by The Legacy of St. Anthony. A request for an amendment of records must be made in writing to the Executive Director. The Legacy of St. Anthony may deny the request if it is not in writing or does not include a reason for the amendment. The request also may be denied if your health information records were not created by The Legacy of St. Anthony, if the records you are requesting are not part of The Legacy of St. Anthony's records, if the health information you wish to amend is not part of the health information you or your representative are permitted to inspect and copy, or if, in the opinion of The Legacy of St. Anthony, the records containing your health information are accurate and complete.

Right to an Accounting: You or your representative have the right to request an accounting or disclosure of your health information made by The Legacy of St. Anthony for certain non-routine reasons related to public purposes or authorized by law. The request for an accounting must be made in writing to the Executive Director. The request should specify the time period for the accounting starting on or after October 15, 2013. Accounting requests may not be made for periods of time in excess of six (6) years and prior to October 15, 2013. Accounting request may be subject to a reasonable cost-based fee.

Right to a Paper Copy: You or your representative has a right to a separate paper copy of this notice at any time even if you or your representative has received the notice previously. To obtain a separate paper copy, please request a copy from your care provider. The patient or a patient's representative may also obtain a copy of the current version of The Legacy of St. Anthony's Notice of Privacy Practices from the Executive Director.

Duties of The Legacy of St. Anthony

The Legacy of St. Anthony is required by law to maintain the privacy of your health information and to provide to you and your representative this notice of its duties and privacy practices. The Legacy of St. Anthony is required to abide by the terms of this notice as it may be amended from time to time. The Legacy of St. Anthony reserves the right to change the terms of its notice and to make the new notice provisions effective for all health information that it maintains. If The Legacy of St. Anthony changes its notice, The Legacy of St. Anthony will provide a copy of the revised notice to you or your appointed representatives.

Right to File a Complaint

You or your personal representative has the right to express complaints to The Legacy of St. Anthony and to the Secretary of the Department of Health and Human Services if you or your representative believes that your privacy rights have been violated. Any complaints to The Legacy of St. Anthony should be made in writing to the Privacy Officer at the address below or e-mail to The Legacy of St. Anthony encourages you to express any concerns you may have regarding the privacy of your information. You will not be retaliated against in any way for filing a complaint.

Contact Person

The Legacy of St. Anthony has designated the Privacy Officer as its contact person for all issues regarding patient privacy and your rights under the Federal privacy standards. Complaints against the provider can be mailed to:

Privacy Officer
The Legacy of St. Anthony
4601 Excelsior Blvd, #650
Minneapolis, MN 55416

If you have any questions regarding this notice, please call The Legacy of St. Anthony Privacy Officer at (952) 697-4629.

This notice is effective October 15, 2013.

Effective Date:

Reviewed By:

Revised By:

Date:

Date: