



NOTICE OF PRIVACY PRACTICES - SUMMARY

This notice describes how your health information may be used and disclosed and how you can get access to this information. Please review it carefully.

OUR PLEDGE REGARDING MEDICAL INFORMATION

Catawba Valley Medical Center is committed to protecting your health information.

We are required by law to:

- Make sure that health information that identifies you is kept private.
- Provide you this notice of our legal duties and privacy practices with respect to your health information; and
- Follow the terms of the notice

WHO WILL FOLLOW THIS NOTICE

All employees of Catawba Valley Medical Center, members of the Medical Staff, and students.

HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

- Treatment We may use medical information about you to provide you with medical treatment or services. Example: If your physician orders Home Health for you following discharge from the hospital, we will provide the agency with health information in order to treat you.
- Payment We may use health information about you so that the treatment and services you receive may be billed to and payment may be collected. Example: We may provide a copy of your health information to your insurance company for payment of services.
- Healthcare Operations We may use and disclose your health information for hospital operations. Example: We may use health information to review our treatment and services and to evaluate the performance of our staff in caring for you.
- Hospital Directory Unless you tell us otherwise, we may include certain limited information about you in the hospital directory while you are a patient at the hospital. If you do not want to be a part of the directory, you must request Confidential Status upon registration.
- Fundraising Activities We may use demographic information about you to contact you in an effort to raise money for the hospital and its operations. If you do not want the hospital to contact you for fundraising efforts, you must notify the Privacy Officer in writing.
- Individuals Involved in Your Care or Payment for Your Care We may release your health information to a family member or friend who is directly involved in your care or to someone helping to pay for your care.
- Research Under certain circumstances, we may use and disclose your health information for research purposes. We will ask for your permission if the researcher will have access to your name, address, or other information that reveals who you are.
- As Required by Law We will disclose health information when required to do so by federal, state, or local law.
- Organ and Tissue Donation Catawba Valley Medical Center will comply with the laws in accordance with the Organ Procurement Act. Please refer to Catawba Valley Medical Center Policy RI-10.
- Military and Veterans If you are a member of the armed forces, we may release your health information as required by military command authorities.
- Workers' Compensation We may release your health information for Workers' Compensation or similar programs.
- Public Health Risks We may disclose your health information for public health activities.

- To Avert a Serious Threat to Health or Safety We may use and disclose your health information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.
- Health Oversight Activities We may disclose your health information to a health oversight agency for activities authorized by law.
- Law Enforcement We may release your health information in response to a court order, subpoena, warrant, or similar process.
- Coroners, Medical Examiners, and Funeral Directors We may release health information to a coroner or medical examiner in order to identify a deceased person or assist in determining a cause of death.
- Protective Services for the President and Others We may disclose your health information to authorized federal officials so they may provide protection to the President.
- Inmates If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release your health information to the facility.

YOUR RIGHTS REGARDING YOUR HEALTH MEDICAL INFORMATION

- Right to Inspect and Copy You have the right to inspect and to request copies of your health information. To request copies you must complete an Authorization to Disclose Protected Health Information from Catawba Valley Medical Center. This does not include psychotherapy notes and other mental health records under certain circumstances.
- Right to Amend If you feel that health information we have about you is incorrect or incomplete, you may ask us to amend the information. Your request must be made in writing to the Privacy Officer and the request may be denied if the information is deemed to be accurate and complete or is not information made and kept by Catawba Valley Medical Center.
- Right to an Accounting of Disclosures You have the right to request a list of disclosures we made of your health information that were not specifically authorized by you in advance. Your request must be made in writing to the Privacy Officer.
- Right to Request Restrictions You have the right to request a restriction or limitation on the health information we use or disclose about you for treatment, payment, or healthcare operations. Your request must be made in writing to the Privacy Officer.
- Right to Confidential Communications You have the right to request to receive communications from us on a confidential basis.
- Right to a Paper Copy of This Notice You have the right to a paper copy of this notice in its entirety.

CHANGES IN THIS NOTICE

We reserve the right to change this notice. Any revision will affect how your current health information is treated, as well as, any information we receive in the future.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with the Privacy Officer or with the regional Office of Civil Rights. *You will not be penalized for filing a complaint.*

PRIVACY OFFICER

Jessica Hatem, Director – Health Information Services is Catawba Valley Medical Center's Privacy Officer. She may be reached at 828-326-3294. The hospital's address is 810 Fairgrove Church Road, SE., Hickory, NC 28602.

OTHER USES OF HEALTH INFORMATION

Other uses and disclosures of health 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 health information about you, you may revoke that permission, in writing, at any time.