



## **Madelia Community Hospital & Clinic and Home Care**

### **Notice of Privacy Practices**

#### **VERSION TWO**

**THIS NOTICE DESCRIBES HOW PROTECTED MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

1. Madelia Community Hospital & Clinic and Home Care is permitted to make uses and disclosures of protected health information for treatment, payment and health care operations, as described in the following examples:
  - a. 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, medical students, or other hospital personnel who are involved in taking care of you at the hospital. For example, a doctor treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process. In addition, the doctor may need to tell the dietitian if you have diabetes so that we can arrange for appropriate meals. Different departments of the hospital also may share medical information about you in order to coordinate the different things you need, such as prescriptions, lab work and x-rays. We also may disclose medical information about you to people outside the hospital who may be involved in your medical care after you leave the hospital, such as family members, clergy or others we use to provide services that are part of your care.
  - b. For payment – We may use and disclose medical information about you so that the treatment and services you receive at the hospital may be billed to and payment may be collected from you, an insurance company or third party. For example, we may need to give your health plan information about surgery you received at the hospital so your health plan will pay us or reimburse you for the surgery. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.
  - c. For health care operations – We may use and disclose medical information about you for hospital operations. These uses and disclosures are necessary to run the hospital and make sure that all of our patients receive quality care. For example, we may use medical

information to review our treatment and services and to evaluate the performance of our staff in caring for you. We may also combine medical information about many hospital patients to decide what additional services the hospital should offer, what services are not needed, and whether certain new treatments are effective.

We may also disclose information to doctors, nurses, technicians, medical students, and other hospital personnel for review and learning purposes. We may also combine the medical information we have with medical information from other hospitals to compare how we are doing and see where we can make improvements in the care and services we offer. 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.

2. Madelia Community Hospital & Clinic and Home Care is permitted or required, under specific circumstances, to use or disclose protected health information without the individual's written authorization.
3. Other uses and disclosures will be made only with the individual's written authorization, and the individual may revoke such authorization.
4. Madelia Community Hospital & Clinic and Home Care intends to engage in (n)one or more of the following activities:
  - a. Madelia Community Hospital & Clinic and Home Care may contract the individual to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual or patient.
  - b. Madelia Community Hospital & Clinic and Home Care may contact the individual/patient to raise funds for Madelia Community Hospital & Clinic; or
  - c. A group health plan, or a health insurance issuer or HMO with respect to a group health plan, may disclose protected health information to the sponsor of the plan.
5. The individual has the following rights regarding protected health information:
  - a. The right to request restrictions on certain uses and disclosures of protected health information. Madelia Community Hospital & Clinic and Home Care are not required to agree to a requested restriction, however.
  - b. The right to receive confidential communications of protected health information, as applicable.
  - c. The right to inspect and copy protected health information, as provided in the Privacy Regulation.
  - d. The right to amend protected health information, as provided in the Privacy Regulation.
  - e. The right to receive and accounting of disclosures of protected health information.
  - f. The right to obtain a paper copy of the Notice from the covered entity upon request. This right extends to an individual who has agreed to receive the Notice electronically.

6. Madelia Community Hospital & Clinic and Home Care are required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and Privacy practices with respect to protected health information
7. Madelia Community Hospital & Clinic and Home Care are required to abide by the terms of the Notice currently in effect.
8. Madelia Community Hospital & Clinic and Home Care reserves the right to change the terms of this Notice. The new Notice provisions will be effective for all protected health information that it maintains.
9. Madelia Community Hospital & Clinic and Home Care will provide individuals or patients with revised Notice on admission.
10. Individuals may complain to Madelia Community Hospital & Clinic and Home Care and to the Secretary of the Department of Health and Human Services, without fear of retaliation by the organization, if they believe their privacy rights have been violated. A brief description of how the individual may file a complaint follows: If you believe that your privacy rights have been violated, you may complain to the Agency or to the Secretary of the U.S. Department of Health and Human Services. There will be no retaliation against you for filing a complaint. The complaint should be filed in writing, and should state the specific incident(s) in terms of subject, date and other relevant matters. A complaint to the Secretary must be filed in writing within 180 days of when the act or omission complained of occurred, and must describe the acts or omissions believed to be in violation of applicable requirements. For further information regarding filing a complaint, contact administration.
11. Madelia Community Hospital & Clinic's contact person for matters relating to complaints is:  
  
Madelia Community Hospital & Clinic's Administrator  
121 Drew Avenue S.E.  
Madelia, MN 56062  
507-642-3255
12. This Notice is first in effect on April 1, 2003  
Updated November 1, 2011  
Updated May 14, 2018