

Notice of Privacy Practices at St. Bernard Hospital

St. Bernard Hospital and Health care Center, is committed and required by law to protect the privacy of your health information. We are providing this notice about our information practices, and follow the information practices that are described in this notice.

We use health information about you for your *treatment, to obtain payment for treatment, for administrative purposes (Healthcare operations), and to evaluate the quality of care- that you receive.*

- **Health treatment:** Your physician, nurse, or other members of your healthcare team will collect and document information about you in your medical record. We may disclose information to a physician or other healthcare provider who will be assuming your care, for immediate continuity of care. This health information will be used to choose the treatment they believe is best for you. Nurses and other members of the team will document in your medical record the actions they took and their observations made of you. Your physician will then know how you are responding to the chosen treatment. We will also share information about you with others outside of the hospital, such as home health agencies, visiting nurses, rehabilitation hospitals, and ambulance companies. This helps to ensure that everyone who cares for you has the information they need.
- **Payment:** We will send a bill that includes some of your health information to you, to the person responsible for the bill, and to your third-party payer (such as your Health Insurance Company, Medicaid, or Medicare). We may need to send a copy of part or all of your medical record to your third-party payer. The type of health information includes your name, other identifying information, diagnosis, treatment, procedures performed, and supplies provided during your treatment.
- **Hospital Operations:** We may use your medical information to support the hospital's business activities and to improve the quality or cost of care. Physicians, nurses, and quality improvement professionals will use your health information to review the treatment you received and its outcomes. We may also compare your treatment and outcomes to those of other

patients like you. We compare cases to help us continually improve the quality and effectiveness of our healthcare services.

We may use or disclose identifiable information without your consent for several reasons. Subject to certain requirements, we may give out health information without your authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We provide information when otherwise required by law. In any other situation, we will ask for your written authorization before disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses or disclosures.

While we encourage you to visit our website, St. Bernard Hospital and Health care Center does not collect information about site navigation of website visitors; unless you choose to provide such information to us; nor will such information be sold or otherwise transferred to unaffiliated third parties without the approval of the user at the time of collection.

A brief summary of the uses and disclosures, St. Bernard Hospital and Health Care Center can make are included below:

- To medical staff and personnel who treat you and provide you with care
- To remind you about an appointment with us
- To family or friends involved in your care in certain situations with your permission
- To follow the rules of regulatory agencies regarding quality of care and effective use of resources
- To comply with legal requirements, subpoenas or court orders for mandatory reporting, such as cases involving children or elder abuse
- For research purposes in accordance with specific regulations which ensure the privacy of patient information
- To inform you about healthcare services that you may be interested in
- For payment purposes

- To include certain information in our hospital directory, such as your name and room number

While your medical record is the physical property of St. Bernard Hospital and Health Care Center, the information contained in the record belongs to the patient. You have important rights regarding your medical information.

You have a right to:

- Request a copy of your medical record
- Request an amendment to the medical information if you feel the information is wrong or incomplete (amendment request is subject to approval)
- Request to restrict or limit the information we use and share about you in certain circumstances
- Request to communicate with you in a specific way
- Request a list of persons and/or entities that have received your information for reasons other than treatment, payment, or healthcare operations
- Submit a complaint
- Federal and Illinois law also provides you with the right to be informed about and requires your written authorization before any health information, including highly confidential information, is disclosed, unless such disclosure is allowed or required by law. Examples of highly confidential information includes mental health treatment information; substance abuse prevention, treatment or referral; developmental disability services; HIV/AIDS testing and treatment, venereal disease treatment, sexual assault treatment; and testing and treatment for genetic disorders.

WHO WILL FOLLOW THIS NOTICE?

This notice describes the practices of St. Bernard Hospital and Health Care Center and encompasses:

- All healthcare professionals, including students, allowed to enter and access information in your medical record
- All employees, physicians on the medical staff, and other St. Bernard Hospital and Health Care Center personnel in all departments and units, and
- Any hospital volunteer who may help you while you are a patient at St. Bernard Hospital and Health Care Center
- We will share your information amongst ourselves so that we can carry out the treatment, payment, and healthcare operations as described.

If you are concerned that your rights to privacy has been violated, or you disagree with a decision about access to your records, you may contact the persons listed below. You may also send a written request to the US Department of Health and Human Services or the Office of Civil Rights. The person below can provide you with the appropriate address upon request.

If you have any questions or complaints, please contact:

Privacy Officer 773-962-4479 or Corporate Compliance Officer 773-962--4100.