

*This notice describes how medical information about you may be used & disclosed and how you can gain access to this information. **Please review it carefully.***

Understanding Your Health Record Information:

Each time you visit a hospital, physician, or other healthcare provider a record of your visit is made. At Clark Fork Valley Hospital and Family Practice Clinics (CFVH) we are an integrated setting in which care is delivered by more than one healthcare provider / covered entity, so this notice applies to more than one provider. This includes all medical staff, independent practitioners, and their staff that have privileges at CFVH. This means that this notice applies to all of the records of your care generated by the hospital, whether made by CFVH personnel or your personal doctor. Typically this record contains your symptoms, examination, test results, diagnoses, treatment and a plan for future care or treatment. This information often referred to as your health or medical record, serves as a:

- *Basis for planning your care and treatment*
- *Means of communication among many health professionals who contribute to your care*
- *Legal document describing the care you received*
- *Means by which you or a third party payer can verify that services billed were actually provided*
- *A tool in educating health professionals*
- *A source of data for medical research*
- *A source of information for public health officials charged with improving the health of the nation*
- *A source of data for facility planning and marketing*
- *A tool with which we can assess and continually work to improve the care we render and outcomes we achieve*

Understanding what is in your record and how your health information is used will help you to:

- *Ensure its accuracy to better understand who, what, when, where, and why others may access your health information.*
- *Make more informed decisions when authorizing disclosure to others.*

Your Health Information Rights

Although your health record is the physical property of Clark Fork Valley Hospital and Family Practice Clinics, the information belongs to you. You have a right to:

- *Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522 but we do not have to agree to accept your restrictions.*
- *Obtain a paper copy of the Notice of Information Practices upon request*
- *Inspect and obtain a copy of your health record as provided for in 45 CFR 164.524*
- *Amend your health record as provided in 45 CFR 164.528*
- *Obtain an accounting of disclosures of your health information as provided in CFR 164.528*
- *Request communications of your health information by alternative means or at alternative location*
- *Revoke your authorization to use or disclose health information except to the extent that action has already been taken*

Our Responsibilities

This organization is required to:

- *Maintain the privacy of your health record*
- *Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you*
- *Abide by the terms of this notice*
- *Notify you if we are unable to agree to a requested restriction*
- *Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations*

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for medical information we already have about you, as well as any information we receive in the future. We will post a copy of the current notice at the registration desks of Clark Fork Valley Hospital and the Family Practice Clinics. The notice will contain the effective date. In addition, we will offer you a copy of the current notice in effect each time you register at Clark Fork Valley Hospital or any Family Practice clinic for treatment or healthcare services.

We will not use or disclose your health information without your authorization, except as described in this notice.

For More Information or to Report a Problem:

If you have questions or would like additional information about your medical record, you may contact the Health Information Services at (406) 826-4860.

If you believe your privacy rights have been violated you may file a complaint with HIPAA Privacy Officer by calling (406) 826-4816 or with the secretary of Health and Human Services. There will be no retaliation for filing a complaint.

Examples of Disclosure for Treatment, Payment and Health Operations

- *We will use your health information for treatment. **For example:** Information obtained by a nurse, physician, or other members of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his / her expectations of the members of your healthcare team. Members of your healthcare team will then record the actions they took and their observations. In that way, the physician will know how you are responding to treatment.*

In addition, we may disclose your protected health information to another physician or health care provider (e.g. a specialist) to whom you have been referred.

- *We will use your health information for payment. **For example:** A bill may be sent to you or a third-party payer. The information accompanying the bill may include information that identifies you, as well as your diagnosis, procedures and supplies used.*
- *We will use your health information for regular health operations. **For example:** Members of the medical staff, the risk or quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.*
- *Business Associates: There are some services provided in our organization through contacts with business associates. Examples include radiologists, healthcare specialists with CFVH medical staff privileges, other healthcare providers and certain laboratory tests. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we've asked them to do and bill you or our third-party payer for services rendered. To protect your health information we require the business associate to appropriately safeguard your information.*
- *Directory: Unless you notify us that you object, we will use your name, location in the facility, general condition, and religious affiliation for directory purposes. This information may be provided to members of the clergy and to other people who ask for you by name.*
- *Notification: We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, about your location and general conditions.*
- *Communication with family: Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend, or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.*
- *Research: We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.*
- *Funeral Directors: We may disclose health information to funeral directors, consistent with applicable law, to carry out their duties.*
- *Organ procurement organizations: Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.*
- *Marketing: We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.*

- *Fund Raising:* We may contact you or share demographic information about you with the Clark Fork Valley Hospital and Family Practice Clinics Development Manager as part of a fund-raising effort.
- *Tumor Registry:* If you have been diagnosed with cancer we may release medical information about you to the State Registry. This information is used to monitor current treatment practices and develop new protocols to treat cancer.
- *Food and Drug Administration (FDA):* We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.
- *Workers Compensation:* We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.
- *Public Health:* As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.
- *Correctional Institution:* Should you be an inmate of a correctional institution, we may disclose to the institution or agents thereof health information necessary for your health and the health and safety of other individuals.
- *Law Enforcement:* We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority, or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.