

COUNTY OF LEHIGH

CEDARBROOK NURSING HOMES

CEDARBROOK - ALLENTOWN

350 S. CEDARBROOK ROAD
ALLENTOWN, PA 18104

(610) 395-3727
FAX (610) 395-0412



CEDARBROOK - FOUNTAIN HILL

724 DELAWARE AVENUE
BETHLEHEM, PA 18015

(610) 691-6700
FAX (610) 867-2332

CEDARBROOK'S 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 THIS NOTICE CAREFULLY.

Understanding Your Health Record/Information

When you are admitted to Cedarbrook Nursing Homes, a record of your admission is made. Typically, this record contains your symptoms, examination and 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 as a means of communication among the many health care professionals who contribute to your care.
- A legal document describing the care you received during your admission.
- A means by which you or a third-party payer can verify that services billed were actually provided.
- As a tool in educating health professionals.
- As a source of data for medical research.
- As a source of information for public health officials who oversee the delivery of health care in the United States.
- As a source of data for facility planning and marketing.
- As a tool with which Cedarbrook Nursing Homes can access and continually work to improve care we render and the outcomes we achieve.

If you understand what is in your record and how your health information is used, it will help you to ensure its accuracy, better understand who, what, where and why other may access your healthcare information, and make more informed decisions when authorizing disclosures to others.

Cedarbrook Nursing Homes Responsibilities

Cedarbrook is required to:

- Maintain the privacy of your health information.
- Provide you with notice as to our legal duties and privacy practices with respect to the information we collect and maintain about you.
- 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.

Cedarbrook Nursing Homes reserves the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our practices change, we will post these revisions on all bulletin boards containing facility information.

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

How We Will Use or Disclose Your Health Information

- 1. Treatment:** Cedarbrook Nursing Homes will use your health information for treatment. For example, information obtained by a physician, nurse or other member 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 have access to your record and 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. We will also provide your physician or a subsequent healthcare provider with copies of various reports that should assist him/her in treating you once you are discharged from our facility.
- 2. Payment:** Cedarbrook Nursing Homes will use your health information for payment. For example, a bill may be sent to you or a third-party payer, including Medicare or Medicaid. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures and supplies used.
- 3. Healthcare Operations:** Cedarbrook Nursing Homes will use your health information for regular health operations. For example, members of the medical staff, the risk manager or members of the quality improvement team may use information in your health record to access 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 health care and service Cedarbrook provides.
- 4. Business Associates:** There are some services provided in our organization through contracts with business associates. Examples include our accountants, consultants and attorneys. When these services are contracted, we may disclose your health information to our business associates so that they can perform the job Cedarbrook has asked them to do. To protect your health information, however, we require the business associates to appropriately safeguard your information.
- 5. Directory:** Unless you notify us that you object, we may 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, exception for religious affiliation, to other people who ask for you be name.
- 6. 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, of your location and general condition. If we are unable to reach your family member or personal representative, then we may leave a message for them at the phone number that they have provided to us, such as on an answering machine.
- 7. 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.
- 8. 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.

9. **Funeral Directors:** We may disclose health information to funeral directors and coroners to carry out their duties consistent with applicable law.
10. **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. (This is done only if you are an organ donor and report this to Cedarbrook Nursing Homes).
11. **Marketing:** We may contact you to provide appointment reminders, information about treatment alternatives or other health-related benefits and services that may be of interest to you.
12. **Fundraising:** We may contact you as part of a fundraising effort.
13. **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.
14. **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.
15. **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.
16. **Law Enforcement:** We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.
17. **Reports:** Federal law provides that your health information be released to an appropriate health oversight agency, public health authority or attorney, if a work force member or business associate believes in good faith that Cedarbrook has engaged in unlawful conduct or has otherwise violated professional or clinical standards and is potentially endangering one or more patients, workers or the public.

Your Health Information Rights

Although your health record is the physical property of Cedarbrook Nursing Homes, the information in your health records belongs to you. You have the following rights:

- You may request that we not use or disclose your health information for a particular reason related to treatment, payment, Cedarbrook's general health care operation, and/or to a particular family member, other relative or close personal friend. We ask that such requests be made in writing. Although we will consider your request, (under special circumstances) please be aware that we are under no obligation to accept it or abide by it. For more information about this right, see 45 Code of Federal Regulation (C.F.R.) § 164.522 (a).
- If you are dissatisfied with the manner in which or the location where you are receiving communications from us that are related to your health information, you may request that we provide you with such information by alternative means or alternative locations. Such a request must be in writing, and submitted to the Health Information Management Department. We will attempt to accommodate all reasonable requests. For more information about this right see 45 (C.F.R.) § 164.522 (b).
- You may request to inspect and/or obtain copies of health information about you, which will be provided to you in the time frames established by law 42 (C.F.R.) § 483.10. If you request copies, Cedarbrook Nursing Homes will charge you a reasonable cost based fee. For more information about this right, see 45 (C.F.R.) § 164.524

- If you believe that any health information is incorrect or if you believe that important information is missing, you may request that we correct the existing information or add the missing information. Such requests must be made in writing, and must provide a reason to support the amendment. We ask that you use the form provided by Cedarbrook Nursing Homes to make such request. For a request form, please contact the Health Information Management Department. For more information about this right, see 45 (C.F.R.) § 164.526.
- You may request that we provide you with a written accounting of all disclosures made by us during the time period for which you request (**not to exceed six (6) years or prior to April 14, 2003**). We ask that such request be made in writing on a form provided by Cedarbrook Nursing Homes. Please note that an accounting will not apply to any of the following types of disclosures:
 - A. Disclosures made for reasons of treatment, payment of health care operations.
 - B. Disclosures made to you or your legal representative, or any other individual involved with your care.
 - C. Disclosures to correctional institutions or law enforcement officials.
 - D. Disclosures for national security purposes.You will not be charged for your first accounting request in any twelve (12) month period. However, for any requests that you make thereafter, you will be charged a reasonable, cost-based fee. For more information about this right see 45 (C.F.R.) § 164.528.
- You have the right to obtain a paper copy of our Notice of Privacy Practices upon request.
- You may revoke an authorization to use or disclose health information, except to the extent that action has already been taken. Such a request must be made in writing.

For More Information or to Report a Problem

If you have questions and would like additional information, you may contact Cedarbrook Nursing Homes' Hotline by calling 610-336-9604.

If you believe that your privacy rights have been violated, you may file a complaint with Cedarbrook Nursing Homes. These complaints must be filed in writing on a form provided by Cedarbrook. The complaint form may be obtained from the Cedarbrook Nursing Homes Social Services Department and when completed returned to the same. You may also file a complaint with the Secretary of the Federal Department of Health and Human Services. There will be no retaliation for filing a complaint.

Effective Date: April 14, 2003

Updated: June 9, 2015