



Q. What is the Notice of Privacy Practice?

A. The Notice of Privacy Practice requires hospitals to give you information about your privacy rights and the hospital's practices with regards to use and disclosure of your protected health information (PHI).

Q. Why haven't I heard about the Notice of Privacy Practices before?

A. The Notice of Privacy Practice became effective April 14, 2003.

Q. When will I receive this notice?

A. At the time you register at the hospital or upon your request.

Q. What is considered to be protected health information (PHI)?

A. Information such as your name and address, reasons for your admission to the hospital, your diagnosis, any information in your medical record as well as any information related to your hospital bill.

Q. What is the "facility directory"?

A. The facility directory is the hospital's mechanism for keeping track of your location while you are in the hospital.

Q. Who uses the facility directory and why?

A. The facility directory is used by staff throughout the hospital when: a caller or visitor to the hospital wants to know your location (unit, room number, telephone number), if a member of the clergy is trying to locate you, or by health care professionals who may be assigned to your care.

Q. Can I choose not to be included in the facility directory?

A. Yes. However, it is the hospital's policy to not release your information to any callers or visitors asking for you by name if you are currently registered to either an inpatient or outpatient Behavioral Health Program.

Q. What happens if I choose not to be included in the facility directory?

A. Your location (unit, room number, telephone number) even your presence within the hospital would not be given out to anyone that called or inquired about you including any member of the clergy. Also, **no** mail or flowers would be delivered to you.

Q. If I am not included in the facility directory would my doctor or caregiver be able to find out my unit and room number?

A. Yes, health care professionals and hospital staff will still have access to this information.

Q. Can I choose to restrict release/disclosure of my protected health information (PHI)?

A. Yes, it is your right to request a restriction concerning the release of or disclosure of your protected health information (PHI). The hospital will consider your request but is not obligated to approve your request if it is not reasonable or if the hospital is required by law to make a disclosure of your PHI.

Q. How do I choose to restrict release/disclosure of my PHI?

A. Upon admission or registration, you may request restrictions to the use and disclosure of your PHI. For example, you may decide that your PHI is shared with only certain friends or family members involved or to no one. This type of request would restrict who could pick up your prescriptions, x-rays, medical supplies, and other activities that allow a person to act on your behalf or to be involved in your care.

Q. What should I do if I wish to change my mind with regard to the facility directory or placing restrictions on use and disclosure of PHI?

A. You should contact the Privacy Officer in the Health Information Management Department at (203) 694-8040.

Q. If I have placed restrictions on disclosure of PHI or if I have chosen not to be included in the facility directory how long will these be in effect?

A. Each time that you are admitted to the hospital, have outpatient surgery, give birth or require emergency or MediQuick services you will be given the choices again.

Q. Are there circumstances when my PHI will be shared despite my objections?

A. Yes. Federal law requires disclosure in very specific circumstances. Please refer to the Notice of Privacy Practices for this information.

Q. Can I choose to not have my PHI released for fundraising purposes?

A. Yes. Any correspondence you receive will have a source that you can contact to have your name removed from future mailings.

Q. Can I obtain a copy of my medical record?

A. Yes. You should contact Health Information Management @ (203) 694-8040. The hospital may charge you a fee for copies and it may take up to 30 days to process.

Q. Can I make an amendment to my medical record?

A. Yes. You should contact Health Information Management @ (203) 694-8040 and they will assist you.

Q. If I have further questions or concerns about my PHI, whom can I contact?

A. You should contact a Privacy Officer through the Health Information Management Department at (203) 694-8040 or go to our web site at www.midstatemedical.org.