

# McLeod Health

## The Choice for Medical Excellence

### 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 READ IT CAREFULLY.**

#### Our Promise

It is the policy of McLeod Health to protect the privacy and integrity of its patients' protected health information (PHI) and/or substance use disorder (SUD) records, as required by law, ethics, Det Norske Veritas, and the Accreditation Commission for Health Care. Everyone who works for McLeod Health must follow these rules.

#### Your Privacy Rights

**Although your health record belongs to McLeod Health, the information in the record belongs to you. You can:**

- review and ask for a paper or electronic copy of the health information in your medical and billing records (a fee may apply);
- ask that information be amended in your record if you feel there is an error;
- ask to whom your health information and/or SUD records were shared for a purpose other than treatment and/or payment;
- ask that certain people not be allowed to see your health information and/or SUD records;
- ask that we get in touch with you about your health information and/or SUD records in a different manner than we normally do;
- ask for a paper copy of the Notice of Privacy Practices at any time;
- change your mind on allowing us to use or share your health information and/or SUD records;
- expect to be promptly notified if your PHI and/or SUD records are lost, stolen, used, or disclosed by an unauthorized person; and
- request that McLeod Health not bill your health plan if you paid for the item or service in full and out of pocket.

*In certain situations, McLeod Health has the right to deny a request and will try to work with you to meet your needs.*

#### Uses and Disclosures of Your Medical Information

**We may use and share your PHI and/or SUD records without your approval:**

- for treatment, payment, or to manage the hospital, such as ordering a test, billing insurance, or participating in an inspection;
- to tell you about health services, treatment options, and health-related benefits;
- to remind you of an appointment;
- for our hospital directories using only your name, room number, general condition, and religion;
- to those involved in your care or in the payment of your care, unless you object;
- to notify family or friends of your location or condition in a disaster, unless you object;
- to raise money, unless you elect not to receive fundraising communications;
- certain types of research;
- as required by Law and to provide the required notices as part of the Data Breach Notification Process;
- to a Business Associate who helps us provide services to you. They are also required to protect your health information;
- to prevent something that might harm someone's health and safety; and
- for special situations involving health oversight, court orders, lawsuits, law enforcement, coroners, medical examiners, funeral directors, military and veterans activities, national security, intelligence activities, organ and tissue donation, public health, workers' compensation, cases of suspected abuse, neglect or domestic violence, and reports to the Food & Drug Administration.

#### Use and Disclosure of Substance Use Disorder (SUD) Records

Your SUD records, or testimony regarding the content of such records, are subject to stricter federal confidentiality rules than other health information, and cannot be used or shared in civil, criminal, administrative, or legislative proceedings without your written consent or a court order.

**Other than listed above, your health information and/or SUD Records will not be used or shared for any other reason unless you consent, especially in the case of psychotherapy notes, marketing, or the sale of your PHI.**

Your health information and/or SUD records shared under this notice may also be re-shared by the recipient. Once your PHI and/or SUD records leave our control, it may no longer be protected by federal privacy regulations and may not be limited by McLeod.

McLeod Health has the right to change these practices as they relate to all PHI that we create and/or maintain. These practices will be posted on our web site and in our buildings near the registration areas.

#### For More Information or to File a Complaint

If you have questions or wish to file a complaint about your privacy rights, please contact the McLeod Health Corporate Compliance Officer (843-777-2858), the Compliance Hot Line (1-888-679-3531), or the Secretary of the Department of Health and Human Services. You will not get in trouble for filing a complaint, nor will treatment be withheld from you.