

In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply, for example, disclosures to your spouse.

*We are not required to agree to your request.* If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

➤ **Right to Request Confidential Communications.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

➤ **Right to a Paper Copy of This Notice.** You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. You may obtain a copy of this notice at our website, [www.takoma.org](http://www.takoma.org). To exercise the above rights, please contact the following individual to obtain a copy of the relevant form you will need to complete to make your request:

Local Compliance & Privacy Officer  
(423) 639-3151

#### Section F: Changes To This Notice.

➤ **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 in Takoma Regional Hospital. The notice will contain on the first page, in the top right-hand corner, the effective date. In addition, each time you register at or are admitted to the Hospital for treatment or health care services as an inpatient or outpatient, we will offer you a copy of the current notice in effect.

#### Section G: Complaints

If you believe your privacy rights have been violated, you may

file a complaint with the Hospital or with the Secretary of the Department of Health and Human Services.

To file a complaint with Takoma Regional Hospital, contact our Local Compliance and Privacy Officer  
Takoma Regional Hospital  
401 Takoma Ave.  
Greeneville, TN. 37743  
Phone: (423) 639-3151 Fax:(423) 636-2394

To file a complaint with the Department of Health and Human Services, send your complaint to:

Region IV, Office for Civil Rights  
U.S. Department of Health and Human Services  
Atlanta Federal Center, Suite 3B70  
61 Forsyth Street, SW  
Atlanta, GA 30323  
Phone: (404) 562-7886 Fax:(404) 562-7881  
TDD (404) 331-2867

All complaints must be submitted in writing.  
**You will not be penalized for filing a complaint.**

#### Section H: Other Uses of Medical Information

Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

#### Section I: Organized Health Care Arrangement

Takoma Regional Hospital, the independent contractor members of its Medical Staff (including your physician), and other health care providers who provide health care services at Takoma Regional Hospital have agreed, as permitted by law, to share your health information among themselves for purposes of your treatment, payment or health care operations. This enables us to better address your health care needs, while independently providing you with health care services.

## Takoma Regional Hospital NOTICE OF PATIENT PRIVACY PRACTICES

Effective Date: April 14, 2003

### THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

If you have any questions about this notice, please contact our Local Compliance and Privacy Officer at (423) 639-3151.

#### Section A: Who Will Follow This Notice?

This notice describes Takoma Regional Hospital's practices and that of:

- Any health care professional (including your physician) authorized to enter information into your medical chart.
- All departments and units of Takoma Regional Hospital, including our "off-campus" locations:
  - Greeneville Urgent Care Center
  - Takoma Home Health Services
  - Industricare
  - Center for Outpatient Rehab
- Any member of a volunteer group we allow to help you while you are in Takoma Regional Hospital.
- All employees, staff and other personnel of Takoma Regional Hospital.

All these entities, individuals, sites and locations follow the terms of this notice. In addition, these entities, individuals, sites and locations may share medical information with each other for treatment, payment or Hospital operations purposes described in this notice. This list may not reflect recent acquisitions or sales of entities, sites, or locations.

#### Section B: Our Pledge Regarding Medical Information.

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive at the Hospital. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated or maintained by Takoma Regional Hospital, whether made by Takoma Regional Hospital personnel or your personal physician. Your personal physician may have different policies or notices regarding the physician's use and disclosure of your medical information created or maintained in the physician's office or clinic.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information. Within one or more of the categories identified in Section C and Section D of this form, state and/or federal law may place restrictions on the manner in which specific types of medical information (e.g., substance abuse treatment, psychiatric treatment, human immunodeficiency virus status, etc.) may be used and/or to whom such medical information may be disclosed. In those instances where use and/or disclosure of specific medical information is restricted, we will seek appropriate authorization from you, your legal representative or a court of law/administrative tribunal before using or disclosing the restricted medical information.

We are required by law to:

- ◆ Use our best efforts to keep medical information that identifies you private;
- ◆ give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- ◆ follow the terms of the notice that is currently in effect.

#### Section C: How We May Use and Disclose Medical Information About You.

The following categories describe different ways that we use and disclose medical information. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

➤ **Treatment.** We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical students, or other Hospital personnel who are involved in taking care of you at Takoma Regional Hospital. For example, a doctor treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process. In addition, the doctor may need to tell the dietitian if you have diabetes so that we can arrange for appropriate meals. Different departments of the Hospital also may share medical information about you in order to coordinate the different things you need, such as prescriptions, lab work and x-rays. We also may disclose medical information about you to people outside Takoma Regional Hospital who may be involved in your medical care after you leave the Hospital, such as family members, clergy, nursing homes, assisted living facilities, home health agencies, health care providers or others we use to provide services that are part of your care.

➤ **Payment.** We may use and disclose medical information about you so that the treatment and services you receive at Takoma Regional Hospital may be billed to and payment may be collected from you, an insurance company or a third party. For example, we may need to give your health plan information about surgery you received at the Hospital so your health plan will pay us or reimburse you for the surgery. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.

**Takoma Regional Hospital**  
401 Takoma Avenue  
Greeneville, TN 37743

- **Health Care Operations.** We may use and disclose medical information about you for Takoma Regional Hospital's operations. These uses and disclosures are necessary to run the Hospital and make sure that all of our patients receive quality care. For example, we may use medical information to review our treatment and services and to evaluate the performance of our staff in caring for you. We may also combine medical information about many patients to decide what additional services Takoma Regional Hospital should offer, what services are not needed, and whether certain new treatments are effective. We may also disclose information to doctors, nurses, technicians, medical students, and other Hospital personnel for review and learning purposes. We may also combine the medical information we have with medical information from other entities to compare how we are doing and see where we can make improvements in the care and services we offer. We may remove information that identifies you from this set of medical information so others may use it to study health care and health care delivery without learning who the specific patients are.
- **Appointment Reminders.** We may use and disclose medical information to contact you as a reminder that you have an appointment for treatment or medical care at Takoma Regional Hospital, or one of our entities listed on this notice.
- **Treatment Alternatives.** We may use and disclose medical information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.
- **Health Related Benefits and Services.** We may use and disclose medical information to tell you about health related benefits or services that may be of interest to you.
- **Fundraising Activities.** We may use information about you to contact you in an effort to raise money for Takoma Regional Hospital and its operations. We may disclose information to a foundation related to Takoma Regional Hospital so that the foundation may contact you to raise money for the Hospital. We would release only contact information, such as your name, address and phone number and the dates you received treatment or services at the Hospital. If you do not want Takoma Regional Hospital to contact you for fundraising efforts, you must notify us in writing.
- **Patient Directory.** Unless you ask us not to, we may include certain limited information about you in our patient directory while you are a patient at Takoma Regional Hospital. This information may include your name, location in the Hospital, and your general condition (e.g., fair, stable, etc.), and may be released to people who ask for you by name. This is so your family and friends can visit you in Takoma Regional Hospital and generally know how you are doing.
- **Individuals Involved in Your Care or Payment for Your Care.** We may release medical information about you to a friend or family member who is involved in your medical care. We may also give information to someone who helps pay for your care. We may also tell your family or friends your condition and that you are in Takoma Regional Hospital. In addition, if you are admitted to the Hospital as a result of or after a natural or man-made disaster, we may disclose medical information about you to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and

location.

- **Research.** Under certain circumstances, we may use and disclose medical information about you for research purposes. For example, a research project may involve comparing the health and recovery of all patients who received one medication to those who received another, for the same condition. All research projects, however, are subject to a special approval process. This process evaluates a proposed research project and its use of medical information, trying to balance the research needs with patients' need for privacy of their medical information. Before we use or disclose medical information for research, the project will have been approved through this research approval process, but we may, however, disclose medical information about you to people preparing to conduct a research project, for example, to help them look for patients with specific medical needs, so long as the medical information they review does not leave the Hospital. We will generally ask for your specific permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care at Takoma Regional Hospital.
  - **As Required By Law.** We will disclose medical information about you when required to do so by federal, state or local law.
  - **To Avert a Serious Threat to Health or Safety.** We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.
- Section D: Special Situations
- **Organ and Tissue Donation.** If you are an organ donor, we may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.
  - **Military and Veterans.** If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign military authority.
  - **Workers' Compensation.** We may release medical information about you for workers' compensation or similar programs. These programs provide benefits for work related injuries or illness.
  - **Public Health Risks.** We may disclose medical information about you for public health activities. These activities generally include the following:
    - ◆ to prevent or control disease, injury or disability;
    - ◆ to report births and deaths;
    - ◆ to report reactions to medications or problems with products;
    - ◆ to notify people of recalls of products they may be using;
    - ◆ to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
    - ◆ to notify the appropriate government authority if we believe a patient has been the victim of abuse (e.g., child abuse, elder abuse, etc.), neglect or domestic

violence. We will only make this disclosure if you agree, or when required or authorized by law.

- **Health Oversight Activities.** We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.
- **Lawsuits and Disputes.** If you are involved in a lawsuit and your medical condition is at issue in the lawsuit or dispute, we may disclose medical information about you if we are a party to the lawsuit or dispute, and in those instances where we are not a party to the lawsuit or dispute, in response to a subpoena duces tecum or court or administrative order.
- **Law Enforcement.** We may release medical information if asked to do so by a law enforcement official:
  - ◆ In response to a court order, subpoena, warrant, summons or similar process;
  - ◆ To identify or locate a suspect, fugitive, material witness, or missing person;
  - ◆ About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
  - ◆ About a death we believe may be the result of criminal conduct;
  - ◆ About criminal conduct at Takoma Regional Hospital; and
  - ◆ In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person alleged to have committed the crime.
- **Coroners, Medical Examiners and Funeral Directors.** We may release medical information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical information about patients of Takoma Regional Hospital to funeral directors as necessary to carry out their duties.
- **National Security and Intelligence Activities.** We may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.
- **Protective Services for the President and Others.** We may disclose medical information about you to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.
- **Inmates.** Inmates of a correctional institution or under the custody of a law enforcement official are not required to receive notice of the Hospital's privacy practices for the use and disclosure of medical information. We may release medical information about an inmate to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide health care to the inmate; (2) to protect the inmate's health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

Section E: Your Rights Regarding Medical Information About You

You have the following rights regarding medical information we maintain about you:

**Right to Inspect and Copy.** You have the right to inspect and copy some of the medical information that may be used to make decisions about your care. Usually, this includes medical and billing records, but does not include psychotherapy notes. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request. We may deny your request to inspect and copy medical information in very limited circumstances. If you are denied access to medical information, in some cases, you may request that the denial be reviewed. Another licensed health care professional chosen by the Hospital will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

➤ **Right to Amend.** If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the Hospital. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- ◆ Was not created by us, unless the person or entity that created the formation is no longer available to make the amendment;
- ◆ Is not part of the medical information kept by or for the Hospital;
- ◆ Is not part of the information which you would be permitted to inspect and copy; or
- ◆ Is accurate and complete.

➤ **Right to an Accounting of Disclosures.** You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of medical information about you. Your request must state a time period which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a 12 month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

➤ **Right to Request Restrictions.** You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery you had.