



## NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

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.

Firelands Regional Medical Center is dedicated to protecting your medical information. We are required by law to maintain the privacy of our patients' health information. We are required to abide by the terms of this Notice so long as it remains in effect. We reserve the right to change the terms of this Notice of Privacy Practices as necessary and to make the new Notice effective for all personal health information maintained by us. You may receive a copy of revised notices at any Firelands Regional Medical Center Registration Area.

### HOW YOUR MEDICAL INFORMATION WILL BE USED AND DISCLOSED

Firelands Regional Medical Center will use and disclose your medical information as necessary for your treatment. For example, your medical information may be used by the health care professional treating you, by the business office to process payment for the services rendered to you and by administrative personnel reviewing the quality and appropriateness of the care you received.

Firelands Regional Medical Center may also use and/or disclose your information in accordance with federal and state laws for the following purposes:

- Firelands Regional Medical Center 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.
- Firelands Regional Medical Center may disclose medical information when required by the United States Department of Health and Human Services as part of an investigation or determination of the Hospital's compliance with relevant laws.
- Unless you object, and with the exception of Behavioral Health Patients, Firelands Regional Medical Center will include general information, including your name, location of hospital, your condition described in general terms and your religious affiliation in a facility directory. The directory information, except for your religious affiliation, will be released to people who ask for you by name. Your religious affiliation may be given to members of the clergy, even if they do not ask for you by name.
- Unless you object, and with the exception of Behavioral Health Patients, Firelands Regional Medical Center may disclose your personal health information

to designated family members, relatives or close personal friends involved in your care.

- Unless you object, and with the exception of Behavioral Health Patients, Firelands Regional Medical Center may use or disclose your medical information to notify a family member, a personal representative or another person responsible for your care, of your location, general condition or death.
- Firelands Regional Medical Center may disclose your medical information to a public or private entity for the purpose of coordinating with that entity to assist in disaster relief efforts.
- Firelands Regional Medical Center may use or disclose your medical information for public health activities, including the reporting of disease, injury, vital events and the conduct of public health surveillance, investigation and/or intervention.
- Firelands Regional Medical Center may disclose your medical information to a health oversight agency for oversight activities authorized by law, including audits, investigations, inspections, licensure or disciplinary actions, administrative and/or legal proceedings.
- Firelands Regional Medical Center may disclose your medical information for law enforcement purposes or other specialized governmental functions.
- Firelands Regional Medical Center may disclose your medical information to a coroner, medical examiner or a funeral director.
- If you are an organ donor, Firelands Regional Medical Center may disclose your medical information to an organ donation and procurement organization.
- Firelands Regional Medical Center may use or disclose your medical information for certain research purposes.
- Firelands Regional Medical Center may disclose your medical information as authorized by laws relating to worker's compensation or similar programs.

Firelands Regional Medical Center will not use or disclose your medical information for any other purpose without your written authorization. Once given, you may revoke your authorization in writing at any time.

### YOUR RIGHTS REGARDING YOUR MEDICAL INFORMATION:

You have the following rights with respect to your medical information:

- The right to request restrictions on certain uses and disclosures of your medical information. Firelands Regional Medical Center is not required to agree to your requested restrictions.
- The right to receive communications from Firelands Regional Medical Center in a confidential manner.
- The right to inspect and copy your medical information. This right is subject to certain specific exceptions, and you may be charged a reasonable fee for any copies of your records.
- The right to request an amendment of your medical information. Firelands Regional Medical Center may deny your request for certain specific reasons, and if denied, the Hospital will provide you with a written explanation for the denial and information regarding further rights you would have at this point.
- The right to receive an accounting of the disclosures of your medical information made by Firelands Regional Medical Center for up to six years prior to your request, except for disclosures for treatment, payment or Hospital operational purposes, and for certain other specific disclosure types.
- The right to request a paper copy of this Notice of Privacy Practices for Protected Health Information.
- The right to complain to Firelands Regional Medical Center and/or to the United States Department of Health and Human Services if you believe that the Hospital has violated your privacy rights. Contact Firelands Regional Medical Center, Hospital Privacy Officer at (419) 557-6911 or by writing to 1111 Hayes Avenue, Sandusky, OH 44870. If you choose to file a complaint, you will not be retaliated against in any way.

If you would like further information regarding your rights or regarding the uses and disclosures of your medical information, you may contact Firelands Regional Medical Center's Privacy Officer at (419) 557-6911 or by writing to 1111 Hayes Avenue, Sandusky, OH 44870.