

City Center Rehabilitation West, Inc

Notice of Privacy

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

Understanding Your Health Record/Information

Each time you visit a hospital, physician, or health care provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnosis, 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:
- * Means of communication among the many health professionals who contribute to your care:
- * Legal document describing the care you received:
- * Means by which you or a third party payer can verify that services billed were actually provided:
- * A tool in educating health professionals:
- * A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to:

- * Ensure it's accuracy
- * Better understand who, what, when and why others may access your
- * Health information:
- * Make more informed decisions when authorizing disclosure to others:

Your Health Information Rights:

Although your health record is the physical property of City Center Rehabilitation West, Inc, the information belongs to you. You have the right to:

- * Obtain a paper copy of the notice of information practices upon request:
- * Inspect and copy your health record as provided
- * Amend your health record as provided
- * Obtain an accounting of disclosures of your health information as provided
- * Revoke your authorization to use or disclose information except to the extent that action has already been taken.

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Our Responsibilities:

City Center Rehabilitation West, Inc is required to:

- * Maintain the privacy of your health information:
- * Provide you with a notice as to our legal duties and privacy practices with respect to

Information we collect and maintain about you:

- * Abide by the terms of this notice:
- * Notify you if we are unable to agree to a requested restriction:
- * Accommodate reasonable request you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you've supplied us.

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

For More Information or to Report a Problem

If you have any questions and would like additional information, you can file a complaint with the Manager. There will be no retaliation for filing a complaint.

Examples of Disclosures for Treatment, Payment and Health Operations

We will use your health information for treatment. For example: Information obtained by a nurse, physician or other member of our 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 document in your record his 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 use your health information for payment. For example: A bill may be sent to you or a third payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures and supplies used.

We will use your health information for regular health operations. For example: Members of the medical staff, the risk or quality improvement manager, or members of the quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

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Other Uses of Disclosures

Business Associates: There are some services provided in our organization through contacts with business associates. Examples include physician services in the Emergency Department and Radiology, certain laboratory test, and a copy service we use when making copies of your health record. When these services are contacted, we may disclose your health information is protected, however, we require the business associate to appropriately safeguard you information.

Communication with Family: Health professionals, using their best judgment, may disclose to a family member, or other relative, close personal friend or any other person you identify, health information relevant to that person's information is protected, however, we require the business associate to appropriately safeguard your information.

Funeral Directors: We may disclose health information to funeral directors consistent with applicable law to carry out their duties.

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.

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.

Correctional Institution: Should you be an inmate of a correctional institution, we may disclose to the institution or agents thereof, health information necessary for your health, and the health and safety of other individuals.

Law Enforcement: We may disclose health information for law enforcement purposes as required by law, or in response to a valid subpoena.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a workforce member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.