



## 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 review it carefully.**

Saint Anne Communities is required by HIPAA to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices at Saint Anne Communities, please contact your Administrator:

**Grace Pointe**  
Kathy Retzios  
(260) 745-7039

**Randallia Place**  
Dave Deffenbaugh  
(260) 484-5555

**Victory Noll**  
Anne Crawley  
(260) 224-6840

### **How Saint Anne Communities may use or disclose your health information:**

Our organization collects health information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of Saint Anne Communities, but the information in the medical record belongs to you. Saint Anne Communities protects the privacy of your health information. With your permission, the law permits Saint Anne Communities to use or disclose your health information for the following purposes:

#### Treatment

Health information may be communicated by fax, mail, computer transmission, and telephone to physicians' offices, clinics, hospitals, pharmacies, and other health care facilities to provide ongoing care for a medical or psychological condition. Health information is also made available to health care professionals who provide services within the facility, such as podiatrist, dentist, audiologist, etc.

#### Payment

Health information may be communicated by fax, mail, telephone, and computer transmission to Medicare, Medicaid, and insurance companies for facility reimbursement.

### Regular Health Care Operations

The facility will disclose resident information to physicians' offices, laboratories, clinics, hospitals, x-ray companies, and pharmacies. There are numerous internal postings, such as Health Care Plan calendars, photographs, general letters, birthday postings with resident's name and birthday.

### Information Provided to You

Health care information will be provided to assigned POA, health care representative, or guardian as designated on admission paperwork.

### Directory

We may list your name, where you are located in our facility, and your religious affiliation in our directory. This information may be provided to members of the clergy. This information, except your religious affiliation, may be provided to other people who ask for you by name. If you do not want us to list this information in our directory and provide it to clergy and others, you must tell us that you object.

### Notification and Communication with Family

We may disclose your health information, your general condition, or your death to a family member, personal representative, or another person responsible for your care. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.

### Required by Law

As required by law, we may use and disclose your health information.

### Public Health

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting adult abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

### Health Oversight Activities

We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure, and other proceedings.

### Judicial and Administrative Proceedings

We may disclose your health information in the course of any administrative or judicial proceeding.

### Law Enforcement

We may disclose your health information to law enforcement officials for purposes such as identifying or locating a suspect, fugitive, material witness, or missing person, complying with a court order or subpoena, and other law enforcement purposes.

### Deceased Person Information

We may disclose your health information to coroners, medical examiners, and funeral directors.

### Organ Donation

We may disclose your health information to organizations involved in procuring, banking, or transplanting organs and tissues upon your request.

### Research

We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board upon your request.

### Public Safety

We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

### Specialized Government Functions

We may disclose your health information for government benefits only for health plan purposes.

### Worker's Compensation

We may disclose your health information as necessary to comply with worker's compensation laws.

### Marketing

Health information may be disclosed and resident photographs may be displayed for or by the following: health care students training within the facility, mass media regarding public and private events, facility brochures, etc.

### Health Plan

We may disclose your health information to the sponsor of your insurance plans.

### Change of Ownership

In the event that Saint Anne Communities is sold or merged with another organization, your health information/record will become the property of the new owner.