

NOTICE OF PRIVACY PRACTICES
YUMA DISTRICT HOSPITAL, YUMA CLINIC, AKRON CLINIC, GRASSROOTS
CLINIC AND YUMA DISTRICT HOSPITAL HOME HEALTH CARE

Effective: 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.

Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care uses health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots and Yuma District Hospital Home Health Care may share your protected health information, as necessary to carry out treatment, payment or health care operations. Your health information is contained in a medical record that is the physical property of Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic or Yuma District Hospital Home Health Care.

How Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care may use or disclose your health information

For Treatment: Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care may use your health information to provide you with medical treatment or services. For example, a health care provider, such as a physician, nurse, other person providing health services to you, will record information in your record that is related to your treatment. This information is necessary for health care providers to determine what treatment you should receive. Health care providers will also record actions taken by them in the course of your treatment and note how you respond to the actions. Your health information may be shared with health care professionals outside the hospital who may be involved in your care.

For Payment: Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care may use and disclose your health information to others for the purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a third-party payor, such as an insurance company or health plan. We may need to share information with your health plan in order to receive payment or to obtain authorization for treatment. The information on the bill may contain information that identifies you, your diagnosis, your treatment, or supplies used in the course of treatment.

For Health Care Operations: Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots clinic and Yuma District Hospital Home Health Care may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, medical students, risk or quality improvement personnel, and others to:

- Evaluate the performance of our staff;
- Assess the quality of care outcomes in your cases and in similar cases;
- Learn how to improve our facilities and services; and
- Determine how to continually improve the quality and effectiveness of the health care we provide.

Appointments: Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care may use and disclose your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Yuma District Hospital, Yuma Clinic, Akron Clinic, and Grassroots Clinic will use an automated telephone service to notify you of appointments. You may elect to decline telephone appointment reminders. Yuma District Hospital Home Health Care will leave messages for patients to schedule nursing visits or to contact the Home Health Department. You may elect to decline telephone messages to schedule Home Health Visits or to contact the Home Health Department.

Fund Raising: Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots clinic and Yuma District Hospital Home Health Care may contact you to raise funds for our organization.

Hospital Directory: We may list your name, your location in the hospital, your general condition and your religious affiliation in our hospital directory. This information, except your religious affiliation, may be provided to people who ask for you by name. Your religious affiliation may be shared with members of the clergy, such as a pastor or a priest. If you do not want us to list this information in our directory and provide it to clergy or others, you must tell us that you object.

Required by Law: Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic or Yuma District Hospital Home Health Care may use and disclose information about you as required by law. For example, Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care may disclose information for the following purposes:

- For judicial and administrative proceedings pursuant to legal authority;
- To report information related to victims of abuse, neglect or domestic violence;
- To law enforcement authorities where Colorado law permits disclosure in the course of an investigation;

Public Health: Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, or disability; 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.

Decedents: Health information may be disclosed to coroners, medical examiners or funeral directors to enable them to carry out their lawful duties. This may be necessary, for example, to identify a deceased person or to determine the cause of death.

Organ/Tissue Donation: Your health information may be used or disclosed for cadaveric organ, eye, or tissue donation purposes.

Research: Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care may use your health information for research purposes when an institutional review board or privacy board has reviewed the research proposal and established protocols to ensure the privacy of your health information.

Health and Safety: Your health information may be disclosed to avert a serious threat to the health and safety of you or any other person pursuant to applicable law.

Government Functions: Your health information may be disclosed to assist in the performance of specialized government functions, such as the protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your health information.

Workers Compensation: Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation or similar programs. These programs provide benefits for work related injuries or illness.

Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care 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 HEALTH INFORMATION RIGHTS

You have the right to:

- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR § 164.522. Please be advised, however, that Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care are not required to agree to a requested restriction;
- Obtain a paper copy of this notice of information practices upon request;
- Inspect and obtain a copy of your health record as provided for in 45 CFR § 164.524. Please be advised that there are some restrictions upon your ability to inspect and obtain a copy of your health record. If, for any reason, we deny you the ability to inspect and obtain a copy of your health record, we will notify you of the reason why access was limited under the applicable laws and advise you of any rights you have to appeal our decision.
- Request an amendment of your health record as provided in 45 CFR § 164.526. Please be advised that we may deny your request for an amendment under certain circumstances, including where we have determined that the information included in your health record is accurate and correct. If, for any reason, we deny you the ability to amend your health record, we will notify you of the reason why the amendment was denied and advise you of any rights you have to appeal our decision;
- Receive an accounting of certain disclosures made of your health information as provided by 45 CFR 164.528
- Request confidential communications of your health information by alternative means or at alternative locations; and
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken in reliance upon it.

COMPLAINTS

You may complain to Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic or Yuma District Hospital Home Health Care and to the Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.

OBLIGATIONS OF YUMA DISTRICT HOSPITAL, YUMA CLINIC, AKRON CLINIC, GRASSROOTS CLINIC AND YUMA DISTRICT HOSPITAL HOME HEALTH CARE

Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care are required to:

- Maintain the privacy of protected health information;
- Provide you with this notice of its legal duties and privacy practices with respect to your health information;

- Abide by the terms of this notice;
- Notify you if we are unable to agree to a requested restriction on how your information is used or disclosed;
- Accommodate reasonable requests you may make to communicate health information by alternative means or at alternative locations; and
- Obtain your written authorization to use or disclose your health information for reasons other than those listed above and permitted under law.

Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care reserve the right to change its information practices and to make the new provisions effective for all protected health information it maintains. Revised notices will be made available to you by: posting the revised notices in a clear and prominent health care service location, posting the notice on any web site maintained by Yuma District Hospital, Yuma Clinic, Akron Clinic, Grassroots Clinic and Yuma District Hospital Home Health Care, and a written revised notice will be available to you upon request.

CONTACT INFORMATION

If you have any questions or complaints, please contact:
Yuma District Hospital Privacy Officer (Bev Funaro RN)
1000 W 8th
Yuma, Co. 80759
Phone: 970-848-4795