



Notice of Privacy Practices

Vincentian Collaborative System



Your Information. Your Rights. Our Responsibilities.

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Please review carefully.

Your Rights

When it comes to your health information, you have certain rights.

This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.

We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record

You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.

We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications

You can ask us to contact you in a specific way (for example - home or office phone) or to send mail to a different address.

We will say “yes” to all reasonable requests.

Ask us to limit what we use or share

You can ask us not use or share certain health information for treatment, payment, or our operations.

We are not required to agree to your request, and we may say “no” if it would affect your care.

If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer.

We will say “yes” unless a law requires us to share that information.

Your Rights cont.

Get a list of those with whom we've shared information

You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why.

We will include all the disclosures, except for those about treatment, payment, and health care operations, and certain other disclosures (such as those you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another within 12 months.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.

We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

You can file a complaint by contacting your Social Worker.

You can contact our Privacy Officer at any time.

You can file a complaint on the VCS Compliance Hotline by calling 1.866.435.2201.

You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, by calling 1.877.696.6755, or by visiting

hhs.gov/ocr/privacy/hipaa/complaints/.

Your Choices

For certain health information, you can tell us your choices about what we share.

If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

Share information with your family, close friends, or with others involved in your care. See Privacy Code below.

Share information in a disaster relief situation.

Include your information in our directory.

If you are not able to tell us your preference, for example - if you are unconscious, we may go ahead and share information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

Privacy Code - We will ask you to set-up a Privacy Code

You will share the Privacy Code with those who you want to receive verbal information about you and your care.

We will only share your information with those who give us your Privacy Code.

In the case of fundraising:

We may contact you for fundraising efforts, but you can tell us not to contact you again.

In these cases we never share your information without your written permission

Marketing purposes

Sale of your information

Most sharing of psychotherapy notes

Our Uses and Disclosures

How do we typically use or share your health information?

We typically use or share your health information in the following ways.

Treat you

We can use your health information and share it with other professionals who are treating you.

Example: We share your information with your doctor and the pharmacy.

Run our organization

We can use and share your health information to run our nursing home and therapy services, improve your care, and contact you when necessary.

Example: We use your health information to manage your treatment and services.

Treat You

We can use and share your health information to bill and get payment from health plan or other entities.

Example: We give information about you to Medicare and any other insurance you tell us about so it will pay for your services.



Our Uses and Disclosures cont.

How else can we use or share your health information?

We are allowed or required to share your information in other ways - usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information:

hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease.
 - Helping with product recalls.
 - Reporting adverse reactions to medications.
 - Reporting suspected abuse, neglect, or domestic violence.
 - Preventing or reducing a serious threat to anyone's health or safety.
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Do research

We can use or share your information for health research.

Comply with the law

We will share information about you if the state or federal law requires it, including the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

We will share information about you with the PA Department of Health if they request to see your medical record.

Our Uses and Disclosures cont.

Work with a medical examiner or funeral director

We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other requests

We can use or share information about you:

- For workers' compensation claims.
 - For law enforcement purposes or with a law enforcement official.
 - With health oversight agencies or activities authorized by law.
 - For special government functions such as military, national security, and presidential protective services.
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Respond to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.



Our Responsibilities

We are required by law to maintain the privacy and security of your protected health information.

We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.

We must follow the duties and privacy practices described in this notice and give you a copy of it.

We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see:

[hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](https://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html)

Changes to the Terms of This Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our website.

This Notice of Privacy Practices applies to the following organizations:

- Vincentian Marian Manor
- Vincentian de Marillac
- Vincentian Home
- Schenley Gardens
- VCS Rehabilitation Services

This notice of privacy practices became effective on September 23, 2013.
