



Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act (“HIPAA”) is designed to protect the confidentiality of the care, treatment and billing records of a patient or resident of facilities such as hospitals and Christian Science Nursing facilities. A key element of HIPAA pertains to a patient’s or resident’s rights to access and control their personal records. The following Notice outlines the scope of your rights and Sunland’s responsibilities.

Sunland is committed to complying with HIPAA, not only because it is the law, but also because we value you and your privacy.

Your Information. Your Rights. Sunland’s Responsibilities.

This notice describes how information about you, your stay at Sunland and your care while at Sunland may be used and disclosed and how you can get access to this information. **Please review this notice carefully.**

Your Rights

You have the right to:

- Request a copy of your paper or electronic care record.
- Make corrections to your paper or electronic care record.
- Request confidential communication.
- Ask Sunland to limit the information we share with authorized individuals.
- Request a list of those with whom Sunland has shared your care information.
- Receive a copy of this privacy notice.
- Choose someone to act for you.
- File a complaint if you believe your privacy rights have been violated.

Your Choices

You have some choices in the way that we use and share information as we:

- Tell your family and friends about your care
- Raise funds

Our Uses and Disclosures

We may use and share your information as we:

- Treat and care for you
- Operate Sunland
- Bill for Sunland’s services and/or process insurance claims on your behalf
- Help with public health and safety issues
- Comply with the law
- Respond to organ and tissue donation requests

- Work with the county medical examiner
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

Your Rights

When it comes to your care information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Obtaining an electronic or paper copy of your care record

- You can ask to see or receive an electronic or paper copy of your care record and other care information Sunland has about you. Ask our Business Manager or Executive Director how to do this.
- Sunland will provide a copy or a summary of your care information, usually within 20 days of your request. Sunland may charge a reasonable, cost-based fee for this service.

Ask us to correct your care record

- You can ask us to correct care information about you that you think is incorrect or incomplete. Ask our Business Manager or Executive Director how to do this.
- Sunland may say "no" to your request, but we'll tell you why in writing within 30 days.

Request confidential communications

- You can ask Sunland 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 Sunland not to use or share certain care information for care or payment, or our operations. Sunland is not required to agree to your request, and Sunland may say "no" if we believe it would affect your care.
- If you pay for a service or miscellaneous item out-of-pocket in full, you can ask Sunland not to share that information for the purpose of payment or our operations with your health care insurer. We will say "yes" unless a law requires us to share that information.

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

- You may ask for a list (accounting) of the times Sunland has shared your care information for seven years prior to the date you ask, who Sunland shared it with, and why.
- Sunland will include all the disclosures except for those about care and payment, and certain other disclosures (such as any 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 one within 12 months.

Get a copy of this privacy notice

You may ask for a paper copy of this notice at any time, even if you have 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 appointed a health care agent by executing an Advance Health Care Directive or if someone is your legal guardian, that person can exercise your rights and make choices about your care information as well as your care unless you have specifically instructed otherwise in writing. Sunland will make sure the person has this authority and can legally act for you before we take any action.

File a complaint if you feel your rights are violated

- You may complain if you feel we have violated your rights by contacting Sunland’s Executive Director.
- You also have the right to 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, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.

Your Choices

For certain care information, you can inform Sunland of 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 or not share information with your family, close friends, or others involved in your care

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

Sunland will never utilize information about your care in its promotional literature or newsletters unless you give Sunland written permission to do so.

In the case of fundraising: Sunland may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

How do we typically use or share your care information?

Sunland typically uses or shares your care information in the following ways.

To care for you

We can use your care information and share it with those who are caring for you.

Example: A Christian Science nurse or staff member caring for you asks another Christian Science nurse or staff member about your overall care.

Run our organization

We can use and share your care information to run our Christian Science nursing service and facility, improve your care, and contact you when necessary.

Example: We use care information about you to manage your services.

Bill for your services

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

Example: We give information about you to your health insurance plan so it will pay for your services.

How else can we use or share your care information?

Sunland is 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, see:

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

Help with public health and safety issues

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

- Reporting suspected abuse, neglect, or domestic violence

Comply with the law

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

Work with a medical examiner

We can share care information with a coroner or medical examiner when an individual dies.

Address workers’ compensation, law enforcement, and other government requests

Sunland can use or share care information about you:

- For workers’ compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

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

Sunland’s Responsibilities

- Sunland is required by law to maintain the privacy and security of your protected health information.
- Sunland will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- Sunland must follow the duties and privacy practices described in this notice and give you a copy of it.
- Sunland 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. Simply let us know in writing if you change your mind.

For more information, see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

Sunland 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 web site.

Miscellaneous

- This notice is effective as of July 1, 2014.
- Should you have any questions regarding this notice, please contact Sunland’s Executive Director at 760-944-2976.
- Please know that Sunland will never market or sell your personal information.

I hereby acknowledge that I have received a copy of this Privacy Notice on this _____ day of _____, 20 ____.

Print Name: _____ Signature: _____