



Mission Community Hospital



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 CAREFULLY.

Contact Mission Community Hospital at:

14850 Roscoe Boulevard • Panorama City, CA 91402
(818) 787-2222

Owned and Operated by Deanco Healthcare, LLC



YOUR INFORMATION. YOUR RIGHTS. OUR RESPONSIBILITIES.

YOUR RIGHTS - You have a right to:

- Receive a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights are violated
- **FOR MORE INFORMATION ON THESE RIGHTS SEE PAGES 3-4**

YOUR CHOICES - You may choose how we use and share your information when we:

- Tell your family and friends about your conditions
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise Funds
- **FOR MORE INFORMATION ON THESE CHOICES SEE PAGE 5**

OUR USES AND DISCLOSURES - We may use and share your information as we:

- Treat you and bill for your services
- Run our organization
- Help with public health and safety issues
- Do research
- Comply with the law and respond to lawsuits and legal actions
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- **FOR MORE INFORMATION ON THESE USES SEE PAGES 6-7**



YOUR RIGHTS

- **To receive a copy of your paper or electronic medical record**
 - You can ask to see or receive an electronic or paper copy of your medical record.
 - We will provide a copy, usually within 30 days of your request (a copy fee may apply).

- **To correct your paper or electronic medical record**
 - You can ask us to correct portions of your medical record that you think are incorrect.
 - We may say “no” to your request, but we’ll tell you why in writing.

- **To request confidential communication**
 - You can ask us to contact you in a specific way (for example, home or office phone).
 - We will say “yes” to reasonable requests.

- **To ask us to limit the information we share**
 - You can ask us not to use or share certain health information for treatment, payment, or operations.
 - We are not required to say “yes” and 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 with you health insurer.
 - We will say “yes” unless a law requires us to share the information.

YOUR RIGHTS CONTINUED

- To get a list of those with whom we've share your information
 - You can ask for a list of the times we've shared your health information for six (6) years prior to the date you ask.
 - One free list may be requested each year (additional lists may require a copy fee).
- To get a copy of this privacy notice
 - You can ask for a copy of this privacy notice at any time, even if you agreed to accept it electronically. We will provide you with a paper copy promptly.
- To 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 before we take any action.
- To file a complaint if you believe your privacy rights are violated
 - You can complain to Mission Community Hospital directly using the contact information on Page 1.
 - You can file a complaint with the U.S. Department of Health and Human Services Office of Civil Rights by sending a letter to 200 Independence Ave., S.W. Washington, D.C. 20201, calling 1-877-696-6775, or visit www.hhs.gov/ocr/privacy/hipaa/complaints/.
 - We will not retaliate against you for filing a complaint.





YOUR CHOICES

- In these cases, you have *both* the right and the choice to tell us to:
 - Share information with your family, close friends, or others involved in your care
 - Share information in a disaster relief situation
 - Include your information in a hospital directory
- In these cases, we *never* share your information unless you give us written permission:
 - Marketing Purposes
 - Sale of your information
 - Most sharing of psychotherapy notes
- If you are not able to tell us your preference for sharing health information, for example if you are unconscious, we may share your information if we believe it is in your best interest.
- We may share your information when needed to lessen a serious and imminent threat to health or safety.
- We may contact you for fundraising efforts, but you can tell us not to contact you again.

OUR USES & DISCLOSURES

- We typically use or share your health information in the following ways:
 - **To Treat You** - We can use your health information and share it with other professionals who are treating you.
 - For Example - *A doctor treating you for an injury asks another doctor about your overall health condition.*
 - **To Run Our Organization** - We can use and share your health information to run our hospital, improve your care, and contact you when necessary.
 - For Example - *We use health information about you to manage your treatment and services.*
 - **To Bill for Your Services** - We can use and share your health information to bill and get payment from health plans and other entities.
 - For Example - *We give information about you to your health insurance plan so it will pay for you services.*
- We also may use or share your health information when required or allowed by law.
 - **To help with public health and safety issues, such as:**
 - Preventing disease
 - Helping with product recalls
 - Reporting adverse reactions to medications
 - Reporting suspected abuse, neglect or domestic violence
 - Preventing/reducing a serious threat to safety





- To do health research
 - We can use or share your information for health research.
- To 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 privacy laws.
- To respond to organ and tissue donation requests
 - We can share information about you with organ procurement organizations.
- To 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.
- To address workers' compensation, law enforcement, and other government requests
 - We can use or share health information about you:
 - For workers' compensation claims
 - For law enforcement purposes
 - With health oversight agencies for activities authorized by law
 - For special government functions such as military, national security, and presidential protective services
- To 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:

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.

EFFECTIVE DATE:

December 2, 2013