



## **POLICIES AND PRACTICES TO PROTECT PRIVATE HEALTHCARE INFORMATION**

This notice reviews our policies and practices to protect and safeguard each resident's private healthcare information that has been collected, generated and maintained at Mountain View Community. Please read this notice carefully.

**How we protect private healthcare information:** It is the policy of Mountain View Community to protect the privacy of the individual resident healthcare information. To do so, we maintain physical, electronic and procedural safeguards to protect this information against unauthorized access and use. All individual resident healthcare information will be treated by Mountain View Community as confidential and private, except if needed by authorized individuals/concerns for the provision of healthcare or treatment, insurance payment, or healthcare operations, in accordance with the State of New Hampshire and federal regulations. At all times, the amount of individual private healthcare information disclosed will be a minimum necessary to perform any task or service for/to the resident.

Examples of authorized individuals/concerns appropriate for disclosure of information:

- ◆ Physicians and nursing personnel for day-to-day and emergency treatment/services/care.
- ◆ Ancillary personnel including physical, speech and occupational therapists, dietician, medical supply vendors, consultants, and funeral directors.
- ◆ Other designated individuals who require specific health information to provide service/.assistance to/for the resident.
- ◆ Resident health care insurance or medical services reimbursement entity.
- ◆ Public health agency (local, state, or federal government authority, Social Security Administration, Food and Drug Administration, Centers for Disease Control).
- ◆ Police and law enforcement agencies, as required by law (court order).
- ◆ Workers compensation insurers.

Your rights with the protection of your private healthcare information:

- ◆ You have the right to be informed as to Mountain View Community's policy and practices for the protection and safeguarding of your individual private healthcare information.
- ◆ You have the right to know with whom your individual private healthcare information will be shared.
- ◆ You have the right to request release of your individual private healthcare information through the completion of the "release of Resident Information Consent" form.
- ◆ You have the right to designate other authorized resident representative (s) who may have access to your individual private healthcare information through the completion of the "Release of Resident Information Consent" form.
- ◆ You have the right to restrict access to your individual private healthcare information through the completion of the "Release of Resident Information Consent" form.
- ◆ You have the right to be informed by Mountain View Community should it be deemed necessary to revoke any consent forms completed by you or by your authorized resident representative (s).