

## Privacy Policy



# SMP HEALTH SYSTEM SHEYENNE CARE CENTER

**NOTICE OF PRIVACY RIGHTS AND PRACTICES**—This notice describes how information about you may be used and disclosed and how you can get access to this information. Please read it carefully.

**Please contact Director of Social Service at 845-8252 if you have any questions regarding this notice.**

**This notice describes Sheyenne Care Center Information Privacy Practices and that of:**

- Any health care professional authorized to enter information into your medical record created and maintained at Sheyenne Care Center.
- All departments and services of Sheyenne Care Center
- All employees, other nursing home personnel and health care professionals providing care to you at Sheyenne Care Center.
- Any member of a volunteer group or students we allow to help you while you are at Sheyenne Care Center.

All of the individuals or entities identified above will follow the terms of this notice. They may share medical information with each other for the purpose of treatment, payment or health care operations as described in this notice.

### **Our Pledge to You**

We understand that medical information about you and your health is personal and we are committed to preserving privacy and confidentiality while providing quality care. This Notice applies to all the records of your care created or maintained at Sheyenne Care Center, including any information that we receive from other health care providers.

Sheyenne Care Center is required by law to:

- Maintain the privacy of your health information
- Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
- Abide by the terms of the notice
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

### **Understanding Your Health Record/Information**

Each time you visit a hospital, doctor or other healthcare provider, a record of your visit is made. We need this record to provide you with quality care and to comply with certain

legal requirements. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment and plan for future care or treatment. This information, often referred to as your health record or medical record, serves as a:

- Basis for planning your care and treatment
- Means of communication among the many health professionals who contribute to your care
- Legal document describing the care you received
- Means by which you or a third party payer can verify that services billed were actually provided
- A tool in educating health professionals
- A source of information for public health officials charged with improving the health of the nation
- A source of data for business management, planning and development
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

Understanding what is in your record and how your health information is used helps you to:

- Keep it accurate
- Better understand who, what, when, where and why others may access your health information
- Make more informed decisions when authorizing disclosure of health information to others