

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 it carefully.**

Your Rights

You have the right to

- Get 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 have been violated

See page 2 and 3 for more information on these rights and how to exercise them

Your Choices

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

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

See page 4 for more information on these choices and how to exercise them

Our Uses and Disclosures

We may use and share your information as we

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement and other government requests
- Respond to lawsuits and legal actions

See pages 5 and 6 for more information on these uses and disclosures

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 to 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.

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 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 can 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 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 complain if you feel we have violated your rights by contacting us using the information on page 7.
- 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, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

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 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
- *If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your 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.*

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

In the case of fundraising

- We 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 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

A doctor treating you for an injury asks another doctor about your overall health condition.

Run your organization

- We can use and share your health information to run our practice, improve your care and contact you when necessary.

Example

We use health information about you to manage your treatment and services.

Bill for your services

- We can use and share your health 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 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 see:

www.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

Do research

- We can use or share your information for health research.

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 law.

Respond to organ and tissue donation requests

- We can share health information about you with organ procurement organizations.

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 government request

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

Note: We do not create or maintain a hospital directory

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 web site.

June 8, 2023

This Notice of Privacy Practices applies to the following organizations

Illinois

12151 Regency Pkwy
STE 12177
Huntley, IL 60142

11741 Southwest Hwy
Palos Heights, IL 60463

185 Buckley Dr STE B
Rockford, IL 61107-5840

665 W North Ave STE 100
Lombard, IL 60148-1134

Indiana

6325 Digital Way STE 130
Indianapolis, IN 46278-1678

8844 Ruffian Ln STE B
Newburgh, IN 47630-3404

1171 West Tipton St, STE 1
Seymour, IN 47274

2916 Peach Blossom Dr
STE 106
Jeffersonville, IN 47130-8380

Iowa

1555 SE Delaware Ave STE Q
Ankeny, IA 50021-4011

6112 Chancellor Dr
Cedar Falls, IA 50613-6916

3741 Center Point Rd NE STE A
Cedar Rapids, IA 52402-2926

302 N Grand Ave STE 5
Charles City, IA 50616-2817

1104 S 16th St
Clarinda, IA 51632

1920 Rue St STE 3
Council Bluffs, IA 51503-3601

4215 E 60th St STE 9
Davenport, IA 52807-9733

40 N Main St
Denison, IA 51442-1928

310 13th St S
Humboldt, IA 50548-1817

4109 4th St SW
Mason City, IA 50401

102 1st St N
Newton, IA 50208-3226

5710 Sunnybrook Dr
Sioux City, IA 51106-4249

1015 South Grand Ave
Spencer, IA 51301-5722

802 Lake St STE 3
Spirit Lake, IA 51360

101 Elkader St
Strawberry Point, IA 52076-9432

1089 Jordon Creek Pkwy
STE 130
West Des Moines, IA 50266

Kansas

1642 Main St STE 2
Atchison, KS 66002-2686

225 Southwind Place STE 2A
Manhattan, KS 66503-3122

7200 College Blvd STE
Overland Park, KS 66210-1861

2231 SW Wanamaker Rd
STE 202
Topeka, KS 66614-4275

Michigan

17177 N Laurel Park Dr
STE 410
Livonia, MI 48152-3951

2075 W Big Beaver Rd STE 420
Troy, MI 48084-3440

Minnesota

2580 Bridge Ave
Albert Lea, MN 56007-2073

7658 Design Rd STE 300
Baxter, MN 55425

13432 Elmwood Dr STE 6
Baxter, MN 56425-8539

9380 Central Ave NE STE 300
Blaine, MN 55434-3423

7831 E Bush Lake Rd STE 202
Bloomington, MN 55439-3163

1725A Maple Grove Rd
Duluth, MN 55811-1828

2121 Cliff Dr STE 101
Eagan, MN 55122-3407

1001 S Pokegama Ave STE D
Grand Rapids, MN 55744-3919

111 Star St STE 109
Mankato, MN 56001-4889

7835 Main St STE 210
Maple Grove, MN 55369-7072

13911 Ridgedale Dr STE 190
Minnetonka, MN 55305

6041 Main St STE G
North Branch, MN 55056-5799

Minnesota Cont.

7200 Hudson Blvd N STE 100
Oakdale, MN 55128-7098

2518 Superior Dr NW STE 103
Rochester, MN 55901-1989

3315 Roosevelt Rd STE 400
St. Cloud, MN 56301

110 S Rum River Dr STE 4
Princeton, MN 55371

1751 County Rd B W STE 105
Roseville, MN 55113

3640 Talmage Cir STE 200
Vadnais Heights, MN
55110-4184

Missouri

471 S Springfield Ave
Bolivar, MO 65613-2147

1706 Missouri Blvd
Jefferson City, MO 65109-1734

3701 N Saint Peters Pkwy
STE B2
St. Peters, MO 63376-7370

811 Westchester Ave
Harrisonville, MO 64701-1784

1517 Union Ave STE D
Moberly, MO 65270-9471

16759 Main St STE 208
Wildwood, MO 63040-1232

1524 E 23rd St STE 101
Independence, MO 64055-1641

105 W Sherman Way STE 110
Nixa, MO 65714-7622

Nebraska

3220 E Elk Ln STE 400
Fremont, NE 68025-8694

1001 S 70th St STE 113
Lincoln, NE 68510-7901

11422 Miracle Hills Dr STE 200
Omaha, NE 68154

2550 N Diers Ave STE H
Grand Island, NE 68803-1214

2108 Taylor Ave STE 100
Norfolk, NE 68701

South Dakota

6330 S Western Ave STE 100
Sioux Falls, SD 57108-3410

Wisconsin

830 State Rd 136 STE 3
Baraboo, WI 53913-9255

1280 W Clairemont Ave STE 4
Eau Claire, WI 54701-5212

420 S Washington St STE A
Green Bay, WI 54301

206 S Roosevelt Rd STE 147
Black River Falls, WI 54615

551 W Johnson St
Fond Du Lac, WI 54935

642 Brakke Dr STE 104
Hudson, WI 54016-7967

333 E Prairie View Rd
Chippewa Falls, WI 54729-3463

825 Lexington Blvd STE 1A
Fort Atkinson, WI 53538

700 N Third St STE 104
La Crosse, WI 54601

409 Hallberg St Unit F
Delavan, WI 53115-2022

107 E Oak St STE 100
Frederic, WI 54837-9500

216 E Upham St
Marshfield, WI 54449

Wisconsin Cont.

503 Broadway St S STE 10
Menomonie, WI 54751

1035 W Glen Oaks Ln STE 200
Mequon, WI 53092

1158 Westowne Dr
Neenah, WI 54956-2175

8825 S Howell Ave STE 102
Oak Creek, WI 53154-3760

115 W Main St
Platteville, WI 53818-3137

1001 Brilowski Rd STE C
Stevens Point, WI 54482

N16W23217 Stone Ridge Dr
STE 270
Waukesha, WI 53188

605 S 24th Ave STE 46
Wausau, WI 54401

1175 Centre Pointe Cir, Mendota Heights, MN 55120-5500 | www.stcroixhospice.com

Privacy Officer: Kimberly Olson | kolson@stcroixhospice.com | 651-237-9716