

Southwest Medical Center
15th At Pershing
Liberal, Kansas 67901

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 IT CAREFULLY.

Your confidential healthcare information may be released without your knowledge or authorization:

- ◆ to healthcare professionals for the purpose of providing you with quality healthcare.
- ◆ to your insurance provider for the purpose of the hospital receiving payment for providing you with needed healthcare services.
- ◆ for healthcare operations of Southwest Medical Center in accordance with governing and regulatory agency activities.
- ◆ to public or law enforcement officials in the event of an investigation in which you are a victim of abuse, a crime or domestic violence.
- ◆ to other healthcare providers in the event you need emergency care.
- ◆ to a public health organization or federal organization in the event of a communicable disease or to report a defective device or untoward event to a biological product (food or medication).
- ◆ to medical examiners, coroners or funeral directors to aid in identifying you or to help them in performing their duties.
- ◆ to organ, tissue and other donation organizations upon or proximate to your death, if we have no indication available about your donation preferences.

Your confidential health care information may not be released without your knowledge for any purpose other than that which is identified in this notice. Any other release requires a written authorization from you. You may revoke your permission to release confidential healthcare information at any time.

You may be contacted by the hospital to remind you of any appointments, healthcare treatment options or other health services that may be of interest to you for the purpose of raising funds to support the hospitals operations.

You have the right to:

- restrict the use of your confidential healthcare information. However, the hospital may choose to refuse your restriction if it is in conflict with providing you with quality healthcare or in the event of an emergency situation.
- receive confidential communication about your health status.

- review and photocopy any/all portions of your healthcare information except psychotherapy notes.
- make changes to your healthcare information.
- know who has accessed your confidential information and for what purpose.
- possess a copy of this Privacy Notice upon request. This copy can be in the form of an electronic transmission or on paper.

Southwest Medical Center is required by law to protect the privacy of its patients and will abide by the terms of this notice or any update of this notice. Southwest Medical Center reserves the right to make changes to this notice and continue to maintain the confidentiality of all healthcare information. Updates or reissue of this notice will be given to you at your request.

You have the right to complain to the U.S. Department of Health and Human Services and/or this hospital if you believe your rights have been violated. If you feel your privacy rights have been violated, please mail your complaint to:

Sharon Nelson, R.N., Privacy Official
Southwest Medical Center
P.O. Box 1340
Liberal, KS 67905
Toll Free: 1-800-630-6563

All complaints will be investigated. The law forbids us from taking any retaliatory action against you if you complain.

You may also contact:

The U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Washington, D.C. 20201
(202) 619-0257
Toll Free: 1-877-696-6775

For further information about this Privacy Notice, please contact:

Sharon Nelson, R.N.
Privacy Official
Southwest Medical Center
Phone: 1-800-630-6563
Fax: 620-629-2427

This notice is effective April 14, 2003.