

HIPAA Privacy Notice

This Privacy Notice pertains to residents of Beechwood Continuing Care. Information is collected about you before admission, during the admission process; during your stay and in follow up to your stay. This includes medical, social, financial and personally identifiable information. This notice describes how the information about you is used, disclosed and how you can access this information. Please review the following carefully.

- You will be asked to sign a consent allowing us to use and disclose your Protected Health Information to others to provide you with treatment, obtain payment for our services, and run our health care operations. A restriction is made on release of information to health plans if payment for services is via private funds. Here are examples of how we use and disclose your health information.
- Information you or others provide to us is used to assess your health care needs and to develop a comprehensive plan of care. All or part of this information may be shared as needed with Beechwood Continuing Care (BCC) staff. All staff members are required to abide by BCC confidentiality directives.
- All information about you is securely stored and protected in charts or files. Paper copy and electronic records are accessible to those with authorization or identified need. Outdated information is destroyed by shredding or incineration. We may disclose information to any organization assisting in disaster relief efforts.
- Methods of disclosure of your information may include verbal, written, telephone, fax, or electronic.
- Information is shared with outside professionals and agencies such as your doctor, consulting physicians, pharmacy, medical supply company, lab, diagnostic x-ray companies, ambulance/transport companies, hospitals, other nursing homes, home care agencies, post discharge community services and funeral homes as necessary to help make sure you receive all of the services and care you require.
- Information is shared with family members and/or significant others of your choice, those you wish to know about your care. Unless you object, facility directory information such as name and room number is made available for those who inquire. Information is also shared regarding birthdays and those who expire.
- Limited information may be shared with your church or temple so you may continue to receive spiritual care.
- Photographs may be taken and used in the facility for Activity programs and for identification purposes. You will be asked for permission to reproduce your photo in any publication seen by the general public.
- General demographic information (name, address, etc.) may be used to contact you to raise funds for the Beechwood/Blocher Foundation which provides support to our facilities and our residents. You have the opportunity to opt out or restrict your receiving fund raising communications.
- Assessment and service information is shared with the Federal and State Medicare/Medicaid agencies for purposes of payment. This same type of information may be shared with an HMO, workers compensation or other private insurance organization involved in claims or payment concerning your care.

- Information required by law, law enforcement agencies, national security, military command, or by regulatory agencies such as the NYS Health Dept. and Department of Social Services charged in oversight of skilled nursing and adult facility care, will be shared in accordance with current law. This includes the facility ombudsman, abuse, neglect or domestic violence reporting, and any public health activities or judicial and administrative proceedings.
- Information is shared with Administrators, Board of Directors, Consultants and Accrediting Agencies for purpose of evaluation of services, quality compliance and care provided.
- Information may be collected and shared for statistical purposes, research, measurement, statistical reports, outcome analysis and planning. This may include immunization records and information sent to the NYS Health Department.
- NYS law may require our facilities to follow more stringent practices where other laws may apply.
- Other uses and disclosures of information not included in the purposes stated above will require a written authorization by the resident or designated representative. Authorizations may be revoked in writing by you at any time.
- Release of any genetic information is strictly prohibited.
- You or your "designated representative", the person you choose to be informed about your care, have the right to your information, a right to inspect information being disclosed, request restrictions of disclosures, receive a copy, and request to amend information you do not agree with. The facility has the right to disagree with any amendment.
- Any sale of your protected health information by this facility is not permitted.
- You have the right to have an accounting of all disclosures except those for treatment, payment and operations.
- You have the right to receive notification of any breach of your private information if such breach is determined by the HIPAA Privacy Officer to present a risk of significant harm.

Any concerns or questions concerning your privacy or possible violation of your privacy can be brought to the attention of the facility's Privacy Officer as listed below or to the Secretary of Health and Human Services:

Beechwood Continuing Care Privacy Officer
 Director of Health Information Management
 716-810-7340

You are guaranteed the right of no retaliation from filing any concerns or complaints.

For any portion of this Privacy Notice that you wish to opt out of or exempt yourself from disclosure(s), please contact the Privacy Officer(s) as listed above for further information.