



# NOTICE OF OUR PRIVACY PRACTICES

*As Required by the Privacy Regulations Created as a Result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)*



**A. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.**

Shalom Health Care Center (“Shalom”) is required, by law, to maintain the privacy and confidentiality of client’s Protected Health Information (“PHI”) and to provide you with notice of our legal duties and privacy practices with respect to your PHI.

<b>DISCLOSURE OF YOUR PROTECTED HEALTH INFORMATION (“PHI”) FOR TREATMENT AND SERVICES</b>	Shalom may disclose your PHI to other healthcare professionals or human service organizations for serve purposes. On occasion, it may be necessary to seek consultation regarding your health condition from other healthcare providers or human services organizations associated with Shalom.
<b>WORKER’S COMPENSATION</b>	Shalom may disclose your PHI as necessary to comply with State Workers’ Compensation Laws.
<b>EMERGENCIES</b>	Shalom may disclose your PHI in order to notify or assist in notifying a family member, or other person, responsible for your care in regard to your medical condition, in the event of an emergency or upon your death.
<b>PUBLIC HEALTH</b>	As required by law, Shalom may disclose your PHI to public health authorities for purposes related to: 1) preventing or controlling diseases; 2) injury or disability; 3) child abuse or neglect, or domestic violence; 4) the Food and Drug Administration for problems with products and reactions to medications; and 5) exposure to diseases or infections.
<b>JUDICIAL AND ADMINISTRATIVE PROCEEDINGS</b>	Shalom may disclose your PHI in the course of an administrative or judicial proceeding.
<b>LAW ENFORCEMENT</b>	Shalom may disclose your PHI to law enforcement officials for purposes such as identifying or locating a suspect, fugitive, material witnesses or missing persons, complying with a court order or subpoena, or other law enforcement purposes.
<b>DECEASED PERSONS</b>	Shalom may disclose your PHI to coroners or medical examiners.
<b>ORGAN DONATION</b>	Shalom may disclose your PHI to organizations involved in procuring, banking, or transplanting organs and tissues.
<b>RESEARCH</b>	Shalom may disclose your PHI to researchers conducting studies that have been approved by an Institutional Review Board.
<b>PUBLIC SAFETY</b>	It may be necessary for Shalom to disclose your PHI to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.
<b>SPECIALIZED GOVERNMENT AGENCIES</b>	Shalom may disclose your PHI for military, national security, incarceration or government benefit purposes.
<b>MARKETING</b>	Shalom <i>may</i> contact you for fundraising or marketing purposes.
<b>CHANGE OF OWNERSHIP</b>	In the event that Shalom is sold or merged with another organization, your PHI and patient records will become the property under the new owner(s) or organization.

**PLEASE CONTINUE TO OTHER SIDE**



The Center receives federal funding from Department of Health and Human Services (HHS) and has Federal Public Health Service (PHS) deemed status with respect to certain health or health-related claims, including medical malpractice claims, for itself and its covered individuals.

## **B. YOUR PROTECTED HEALTH INFORMATION (“PHI”) RIGHTS**

- You have the right to request restrictions on certain uses and disclosures of your PHI. Please be advised, however, that Shalom is not required to comply with the restrictions that you request.
- You have the right to have your PHI received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect a copy of your PHI.
- You have a right to request that Shalom amend your PHI. Please be advised, however, that Shalom is not required to agree to the amendment of your PHI. If your request to amend your PHI is denied, you will be provided an explanation for the denial and information about how you can petition the denial.
- You have a right to receive an accounting of disclosures of your PHI made by Shalom.
- You have a right to a paper copy of this “Notice of Privacy Practices” upon request.

## **C. CHANGES TO THIS NOTICE OF PRIVACY PRACTICES**

Shalom reserves the right to amend this “Notice of Privacy Practices” at any time and will make the new provision effective for all information that it maintains. Until such an amendment is made, Shalom is required by law to comply with this Notice.

Shalom is required by law to maintain the privacy of your PHI and to provide you with notice of its legal duties and privacy with respect to your PHI. If you have questions regarding any parts of this Notice or if you want more information about your privacy rights, please contact **Shalom’s HIPAA Compliance Officer** by calling 317-291-7422 or in writing to:

HIPAA Compliance Officer  
Shalom Health Care Center, Inc.  
3400 Lafayette Road, Suite 200  
Indianapolis, IN 46222-1147

## **D. FILING A COMPLAINT**

Complaints about your Privacy Rights or Shalom’s handling of your PHI should be directed to **Shalom’s HIPAA Compliance Officer** by calling 317-291-7422 or in writing to:

HIPAA Compliance Officer  
Shalom Health Care Center, Inc.  
3400 Lafayette Road, Suite 200  
Indianapolis, IN 46222-1147

If you are not satisfied with the manner in which Shalom handles your complaint, you may submit a further formal complaint to:

DHHS, Office of Civil Rights  
200 Independence Avenue, S.W.  
Room 509F HHH Building  
Washington, DC 20201