Confidentiality of Information and Personal Privacy

Policy Statement

Our facility will protect and safeguard resident confidentiality and personal privacy.

Policy Interpretation and Implementation

1. The facility will safeguard the personal privacy and confidentiality of all resident personal and medical records.

2. The facility will strive to protect the resident's privacy regarding his or her:
   a. accommodations;
   b. medical treatment;
   c. written and telephone communications;
   d. personal care;
   e. visits; and
   f. family and resident group meetings.

3. Providing a private room for each resident is not required to maintain or protect resident privacy.

4. Access to resident personal and medical records will be limited to authorized staff and business associates.

5. Representatives of state and federal regulatory agencies may have access to resident information without the resident's consent.

6. Only authorized staff and business associates will have access to resident financial data.

7. Release of resident information, including video, audio, or computer stored information, will be handled in accordance with resident rights and privacy policies.

8. Residents may initiate a request to release information contained in their records and charts to themselves or anyone they wish. Such requests will be honored only upon the receipt of a written, signed, and dated request from the resident or representative (sponsor).

9. Residents may refuse a request for the release of (and the facility must keep confidential) medical and personal records, unless the release is required by law or:
   a. for treatment, payment or health care operations (see 45 CFR 164.506);
   b. for public health activities;
   c. for the reporting of abuse, neglect or domestic violence;
   d. for health oversight activities;
   e. for judicial or administrative proceedings;
   f. for law enforcement purposes;
   g. for organ donation purposes;
   h. for research purposes;
   i. to coroners, medical examiners, or funeral directors; or
   j. to avert a serious threat to health or safety (see 45 CFR 164.512).

10. If the resident is transferred to another facility, medical information pertaining to the resident's treatment, plan of care, diagnosis, etc., will be released to the other facility in accordance with current transfer/discharge requirements.