



Notice of Information Practices

Effective July 1, 2013

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.

Patient Privacy

At Franciscan Hospital for Children, your privacy is a priority. We follow strict federal and state guidelines to maintain the confidentiality of your health information.

How do we use health information?

When you visit Franciscan Hospital for Children, we use your health information to treat you, to obtain payment for services, and to conduct normal business known as health care operations. Examples of how we use your information include:

Treatment- We keep a record of each visit and/or admission. This record may include your test results, diagnoses, medications, and your response to medications and other therapies. This allows your doctors, nurses and other clinical staff to provide the best care to meet your needs.

Payment- We document the services and supplies you receive at each visit or admission so that you, your insurance company, or another third party can pay us. We may tell your health plan about upcoming treatment or services that require their prior approval.

Health Care Operations- Medical information is used to improve the services we provide, to train staff and students, for business and operational management, performance improvement and for customer service

Information we share

There are limited times when we are permitted or required to disclose medical information without your signed permission. These situations are listed below:

- For public health activities such as tracking diseases or medical devices
- To protect victims of child abuse or neglect
- For federal and state health oversight
- For judicial or administrative proceedings
- If required by law or for law enforcement
- To coroners, medical examiners and funeral directors
- For organ donation
- To avert serious threat to public health or safety
- For specialized government functions such as national security and intelligence
- To Workers Compensation if you are injured at work
- For research following strict internal review to ensure protection of information

All other uses and disclosures, not previously described, may only be done with your signed authorization. You may revoke your authorization at any time. Use or disclosure of psychotherapy notes or for marketing purposes will require specific authorization. We will never sell your health information. Also, if you are paying for medical services “out-of-pocket” you can request that the related health information not be shared with your health plan, and we will honor that request. If any of your health information is unsecured and the privacy of this information is breached you will be notified.

Other Services

We may also use information to:

- Recommend treatment alternatives
- Tell you about health benefits and services
- Communicate with family or friends involved in your care
- Communicate with other Franciscan Hospital for Children's associates for treatment, payment, or health care operations. Business associates must follow our strict privacy rules.
- Send appointment reminders*
- Include you on the inpatient list for callers or visitors if you are admitted*
- Let your clergy know if you have been admitted*
- Contact you for Franciscan Hospital for Children's fundraising. *

Services followed by a star (*) are optional. Tell the admitting clerk or fundraiser (if contacted) that you do not wish to participate. We will maintain your record for twenty years after the date of your last treatment or discharge.

Questions or Concerns

If you have any questions about Franciscan Hospital for Children's privacy policy, or if you want to exercise any of your rights under the Hospital's privacy policy contact Clinical Information Systems at

617-254-3800 ext. 1910

If you believe that any of your information has been disclosed or used unlawfully or in violation of the Hospital's privacy policy you may contact the Hospital's HIPAA Privacy Officer at

617-254-3800 ext. 1111

You may also file any complaints with the Office for Civil Rights, U.S. Dept. of Health and Human Services, J.F.K. Federal Building, Room 1875, Boston, MA 02203

You will not be retaliated against for filing a complaint.

**Franciscan Hospital for Children
30 Warren Street
Brighton, MA 02135**