The Health Insurance Portability and Accountability Act of 1996 (HIPAA) impacts health care providers, payers, and other health care entities to develop policies and procedures to ensure the security, integrity, privacy, and authenticity of health information and to provide you with access to and disclosure of your health information. The federal government has privacy rules that require that we provide you with information on how we might use or disclose your identifiable health information. We are required by the federal government to give you our Notice of Privacy Practices. ORGANIZATION COMMITMENT TO PRIVACY

As a health care provider, we use your confidential health information and create records regarding your health information in order to provide you with quality care and to comply with certain legal requirements. We understand that this health information is personal, and we are dedicated to maintaining your privacy rights and the confidentiality of the health information that we collect. As a health care provider, we are required by law to maintain the privacy of your health information, to provide you with notice of our legal duties and privacy practices with respect to your health information, and to follow the terms of the Notice that are currently in effect.

HOW WE MAY USE OR DISCLOSE YOUR HEALTH INFORMATION WITHOUT YOUR AUTHORIZATION

The following information describes different ways that we may use or disclose your health information without your authorization. Although we cannot list every possible use or disclosure, the following examples are not all-inclusive:

1. Treatment – We may use or disclose health information about you to provide you with medical treatment or services. We may disclose health information about you to doctors, nurses, technicians, medical students, residents, study nurses, or other health care personnel who are involved in taking care of you at Emory Healthcare or another health care provider. For example, a doctor treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process.

2. Payment – We may use or disclose health information about you in order to bill and collect payment for the services and items you may receive from us. For example, we may need to give your health insurance plan information about your surgery so that your health insurance plan will pay us or reimburse you for the surgery. We may also tell your health insurance plan about a treatment you are going to receive in order to obtain prior approval or to determine whether your health insurance plan will cover the treatment.

3. Health Care Operations – We may use and disclose health information about you for Emory Healthcare operations. For example, we may use health information to review our treatment and services and to evaluate the performance of our staff in caring for you. We may also combine health information about our many patients, unless you have requested that we not do so, in order to assess safety issues. We may disclose health information to doctors, nurses, technicians, medical students, residents, study nurses, and other personnel for review and learning purposes.

4. Research – We may use or disclose health information from Emory Healthcare. Emory Healthcare may also disclose health information to a researcher if, (c) it involves health information of deceased patients and the researcher certifies the information is necessary for research purposes; or (d) a researcher obtains data with certain very non-specific criteria specified by law; (b) the researcher signs a legally binding document certifying that he/she will only use the health information to prepare a research protocol or for similar purposes to prepare for a research project and that he/she will maintain the confidentiality of the information and will not remove any of the identifying information about you from the research. Emory Healthcare may combine health information from more than one research project if the criteria specified by law is met. Emory Healthcare may combine health information from other health exchange services that request your information for coordination of care and/or payment for services rendered to you. Participation in the HIE is voluntary, and you have the right to opt out. Please see the “Right to Request Restrictions” section to learn about opting out of the HIE.

Additional information on Emory Healthcare’s HIE can be found at our website, www.emoryhealthcare.org/hie.

5. Appointment Reminders, Follow-up Calls and Treatment Alternatives – We may use or disclose health information to remind you that you have an appointment or to contact you after you have received treatment. If you have an answering machine we may leave a message. If you elect, we may also send appointment reminders via text message or email. We also may send you a post card appointment reminder. We may contact you about possible treatment options or alternatives or other health related services or benefits that may be of interest to you.

6. Fundraising Activities – As a nonprofit health system, support from generous patients and families builds Emory Healthcare and the Robert W. Woodruff Health Sciences Center. To maintain support, we may contact you to invite you to participate in our fundraising activities. We are allowed to and may use demographic information to contact you, such as your name, address, phone number, or birth date. We may also use the dates you received treatment or services, department of service, outcomes information, treating physician information and demographics information to contact you about fundraising opportunities. We are allowed to and may use demographic information to contact you, such as your name, address, phone number, or birth date. We may also use the dates you received treatment or services, department of service, outcomes information, treating physician information and demographics information to contact you about fundraising opportunities.

7. Postcard Reminders – We may use health information to send you appointment reminders. For example, a doctor treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process. We may also send you a post card appointment reminder. We may also send you a text message.

8. Medical Staff Members – Emory Healthcare and the independent physicians and other health care providers who are members of an Emory Healthcare facility’s medical staff are considered to be an organized health care arrangement under federal law for the specific purpose of sharing patient information. As such, Emory Healthcare and its medical staff will share health information about patients necessary to carry out treatment, payment and health care operations.

9. Family, Friends, and Trusted Individuals – We may disclose health information about you to a family member or friend who is involved in your care or to another person who helps take care of you. We may also disclose health information about you to someone we believe in good faith is your legal guardian or attorney in fact. If you are an emancipated minor, we may disclose health information about you to someone you have specified as who may make decisions about your medical care. We may disclose health information to an organization that helps family members locate you, for example, if you are a member of the armed forces. We may also disclose health information about foreign military personnel to the appropriate foreign military authority.

10. Workers’ Compensation – To workers’ compensation or similar programs that provide benefits for work-related injuries or illnesses.

11. Health Information Exchange – To public or private health agencies or other governmental authorities to report public health activities or risks. These activities generally include the following: to prevent or control disease, injury or disability; to report births and deaths; to report child abuse or neglect; to report reactions to medications or

12. Right to Request

You have rights with respect to your health information. Generally, you may inspect and request a copy of your health information, ask to receive a list of certain disclosures we have made of your health information, ask us to restrict the use and disclosure of your health information, and ask us to communicate in writing instead of orally. As a condition of the health information exchange services that request your information for coordination of care and/or payment for services rendered to you, you may request restrictions; however, in certain cases, we may not agree to the request.

You have the right to request restrictions if you feel that giving out your information is a serious threat to your health and safety, or the health and safety of another person or public. Any disclosure, however, would only be to someone able to help prevent the threat.

SPECIAL CIRCUMSTANCES

We will not use or disclose your health information without your authorization in the following situations:

1. Organ and Tissue Donations – to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary, to facilitate organ or tissue donation and transplantation.

2. Military and Veterans – to military command authorities as necessary; if you are a member of the armed forces. We may also disclose health information about foreign military personnel to the appropriate foreign military authority.

3. Workers’ Compensation – to workers’ compensation or similar programs that provide benefits for work-related injuries or illnesses.

4. Health Information Exchange – to public or private health agencies or other governmental authorities to report public health activities or risks. These activities generally include the following: to prevent or control disease, injury or disability; to report births and deaths; to report child abuse or neglect; to report reactions to medications or
Emory University is called a “Hybrid Covered Entity” under the HIPAA regulations. This is because the University has some components that are covered by HIPAA (hereafter referred to as, “Covered Component”) and others that are not. The following Emory University facilities have a Covered Component: the School of Medicine, School of Nursing, School of Public Health, Emory College and Emory University Graduate School Departments of Psychology, Student Health Services, Oxford College Student Health Service, Autism Center, Psychoanalytic Institute, and the Clinical and Translational Research Lab. These facilities may change from time to time; you may obtain an updated list of facilities by calling 404-727-2398.

Emory Healthcare facilities are clinically integrated and part of an organized health care arrangement (OCHA) with its components and other components of Emory University. Your health information may be disclosed between the University’s Covered Components and the University may disclose your health information to Emory Healthcare if necessary to carry out treatment, payment or health care operations related to the OCHA. All components of the OCHA arrangement are required to abide by this Notice.

Individuals who work in a Covered Component must follow HIPAA and this NPP. Individuals in a facility work as a part of the facility’s Covered Component when they perform one of the following activities:

(a) Treat patients and bill insurance or government programs for that treatment. (Note: Student patients are covered by the Family Educational Rights and Privacy Act instead of HIPAA),
(b) Take or process payment for health care services that are billed to insurance or a government program, and/or
(c) Perform health care operations.

NOTE: The Emory University Group Health Plan operates under a separate Notice of Privacy Practices and therefore does not follow this Notice.

Emory Healthcare complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Emory Healthcare cumple con las leyes federales de derechos viviles aplicables y no discrimina por motivos de raza, color, nacionalidad, edad, discapacidad o sexo. Emory Healthcare tuân thủ luật dân quyền hiện hành của Liên bang và không phân biệt đối xử dựa trên chủng tộc, màu da, nguồn gốc quốc gia, độ tuổi, khuyết tật, hoặc giới tính.

ATTENTION: If you are an individual with limited English language proficiency assistance services, free of charge, are available to you.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística.
CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn.

Non-Discrimination Policy

emoryhealthcare.org/ui/pdfs/ehc-sec1557nondiscrimination-policy.pdf