



# ADMISSION AGREEMENT — ATTACHMENT F — PRIVACY PRACTICES

**WVH—Chippewa Falls**  
2175 E. Park Ave.  
Chippewa Falls, WI 54729  
(715) 258-4252

**WVH—King**  
N2665 County Rd. QQ  
King, WI 54946-0600  
(715) 258-5586 Fax (715) 256-3207

**WVH—Union Grove**  
21425 G Spring St.  
Union Grove, WI 53182  
(262) 878-6702 Fax (262) 878-6778

## NOTICE OF PRIVACY

**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.**

### USE AND DISCLOSURE OF HEALTH INFORMATION

Wisconsin Veterans Homes may use your health information, that is, information that constitutes protected health information as defined in the Privacy Rule of the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, for purposes of providing you treatment, obtaining payment for your care and conducting health care operations. Wisconsin Veterans Homes are committed to protecting the privacy and security of your confidential health information and have established policies to guard against unnecessary and unlawful disclosures.

### THE FOLLOWING IS A SUMMARY OF THE CIRCUMSTANCES UNDER WHICH AND PURPOSES FOR WHICH YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED:

**To Provide Treatment.** Wisconsin Veterans Homes may use your health information to provide care to you and disclose your health information to others who provide care to you, such as your attending physician and other health care professionals who are involved in your care. For example, physicians involved in your care will need information about your symptoms in order to prescribe appropriate medications. Wisconsin Veterans Homes also may disclose your health care information to individuals outside of the Veterans Homes involved in your care including family members, pharmacists, suppliers of medical equipment or other health care professionals. In compliance with Wisconsin and federal statutes, special permission is needed to release mental health records, alcohol and drug abuse records, or HIV test results.

**To Obtain Payment.** Wisconsin Veterans Homes may include your health information in invoices to collect payment from third parties for the care you may receive. For example, Wisconsin Veterans Homes may be required by your health insurer to provide information regarding your health care status so that the insurer will reimburse you or Wisconsin Veterans Homes. Wisconsin Veterans Homes also may need to obtain prior approval from your insurer and may need to explain to the insurer your need for health care and the services that will be provided to you.

**To Conduct Health Care Operations.** Wisconsin Veterans Homes may use and disclose health information for its own operations in order to facilitate the function of the Veterans Home and as necessary to provide quality care to all of the members.

For example, Wisconsin Veterans Homes may use your health information to evaluate its staff performance, for training purposes, or use your health information to contact you or your family (unless you tell us you do not want to be contacted).

**For the Facility Directory.** Wisconsin Veterans Homes may keep a roster and disclose certain information about you including your name, your general health status, and where you are located in a facility directory while you are at Wisconsin Veterans Homes. The Veterans Homes may disclose this information to people who ask for you by name. The Veterans Homes may also maintain a list of member religious affiliations which would be provided only to local clergy. If you do not want Wisconsin Veterans Homes to include your information in the directory, you must notify the Privacy Officer at your facility.

**For Treatment Alternatives.** Wisconsin Veterans Homes may use and disclose your health information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

**THE FOLLOWING IS A SUMMARY OF THE CIRCUMSTANCES UNDER WHICH AND PURPOSES FOR WHICH YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED WITHOUT YOUR WRITTEN CONSENT OR AUTHORIZATION:**

**When Legally Required.** Wisconsin Veterans Homes will disclose your health information when it is required to do so by any Federal, State or local law.

**When There Are Risks to Public Health.** Wisconsin Veterans Homes may disclose your health information for the following public activities and purposes:

- To prevent or control disease, injury or disability, report disease, injury, vital events such as birth or death and the conduct of public health surveillance, investigations and interventions.
- To report adverse events, product defects, to track products or enable product recalls, repairs and replacements and to conduct post-marketing surveillance and compliance with requirements of the Food and Drug Administration.
- To notify a person who has been exposed to a communicable disease or who may be at risk of contracting or spreading a disease.
- To an employer about an individual who is a member of the workforce as legally required.

**To Report Abuse, Neglect Or Domestic Violence.** Wisconsin Veterans Homes are allowed to notify government authorities if the Veterans Homes believe a member is the victim of abuse, neglect or domestic violence. The Veterans Homes will make this disclosure only when specifically required or authorized by law or when the member agrees to the disclosure.

**To Conduct Health Oversight Activities.** Wisconsin Veterans Homes may disclose your health information to a health oversight agency for activities including audits; civil, administrative or criminal investigations; inspections; licensure or disciplinary action. The Veterans Home, however, may not disclose your health information if you are the subject of an investigation and the investigation does not arise out of and is not directly related to your receipt of health care or public benefits.

**In Connection With Judicial And Administrative Proceedings.** As permitted or required by State law, Wisconsin Veterans Homes may disclose your health information in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal as expressly authorized by such order or in response to a subpoena, discovery request or other lawful process. The Veterans Homes will make reasonable efforts to either notify you about the request or to obtain an order protecting your health information.

**For Law Enforcement Purposes.** As permitted or required by State law, Wisconsin Veterans Homes may disclose your health information to a law enforcement official for certain law enforcement purposes, including if you are a victim of a crime or in order to report a crime.

**To Coroners And Medical Examiners.** Wisconsin Veterans Homes may disclose your health information to coroners and medical examiners as authorized by law.

**To Funeral Directors.** Wisconsin Veterans Homes may disclose your health information to funeral directors consistent with applicable law as necessary, to carry out their duties with respect to your funeral arrangements.

**For Organ Or Tissue Donation.** Wisconsin Veterans Homes may use or disclose your health information to organizations engaged in the procurement, banking or transplantation of organs or tissues for the purpose of facilitating the donation and transplantation.

**For Research Purposes.** Wisconsin Veterans Homes may, under very select circumstances, use your health information for research. Before the Veterans Homes disclose any of your health information for such research purposes, the project will be subject to an extensive approval process by the Homes' administration. Wisconsin Veterans Homes will almost always request your written authorization before granting access to your individually identifiable health information.

**In the Event of A Serious Threat To Health Or Safety.** Wisconsin Veterans Homes may disclose your health information to appropriate authorities if the Veterans Homes, in good faith, believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to your health or safety or to the health and safety of the public.

**For Specified Government Functions.** Federal regulations authorize Wisconsin Veterans Homes to use or disclose your health information to facilitate specified government functions relating to the military and veterans, national security and intelligence activities, protective services for the President and others, medical suitability determinations and inmates and law enforcement custody.

**For Worker's Compensation.** Wisconsin Veterans Homes may release your health information in compliance with workers compensation laws.

## **AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION**

Other than stated above, Wisconsin Veterans Homes will not disclose your health information without your written authorization. If you or your representative authorizes the Veterans Homes to use or disclose your health information, you may revoke that authorization in writing at any time by contacting the Privacy Officer for your facility.

## YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION

You have the following rights regarding your health information that the Veterans Home maintains:

**Right to Request Restrictions.** You may request restrictions on certain uses and disclosures of your health information. You have the right to request in writing a limit on Wisconsin Veterans Homes' disclosure of your health information to someone who is involved in your care or the payment of your care. However, the Veterans Homes are not required to agree to your request. If you wish to make a request for restrictions, please contact the Privacy Officer at your facility.

**Right to Receive Confidential Communications.** You have the right to request that Wisconsin Veterans Homes communicate with you in a certain way. For example, you may ask that the Veterans Home only conduct communications pertaining to your health information with you privately with no other family members present. If you wish to receive confidential communications, please contact the Privacy Officer at your facility. The Veterans Homes will not request that you provide any reasons for your request and will attempt to honor your reasonable requests for confidential communications.

**Right to Inspect and Copy Your Health Information.** With few exceptions, you have the right to inspect and copy your health information, including billing records. A request to inspect and copy records containing your health information may be made to the Privacy Officer at your facility. We may charge a fee for the cost of copying, mailing or other related expenses.

**Right to Amend Your Health Information.** You or your representative have the right to request that Wisconsin Veterans Homes amend your records if you believe your health information is incorrect or incomplete. That request may be made as long as the information is maintained by the Veterans Home. A request for an amendment of records must be made in writing to the Privacy Officer in your facility.

Wisconsin Veterans Homes may deny the request if it is not in writing or does not include a reason for the amendment. The request also may be denied if your health information records were not created by the Veterans Home, if the records you are requesting are not part of Veteran Home's records, if the health information you wish to amend is not part of the health information you or your representative are permitted to inspect and copy, or if, in the opinion of the Veterans Home, the records containing your health information are accurate and complete.

The Veterans Home will act on your request within 60 days after receipt of your request. Whether your request for an amendment to your health information is accepted or denied, you will get a response in writing from the Veterans Home. If the request is denied, you will be given directives on how you may proceed if you disagree with the Home's decision. If the request is accepted, you will be asked to provide us with the name of any person with which the amendment needs to be shared as well as a statement of how we will use or disclose the corrections. When the Veterans Home receives notification from another health care provider that your health information has been amended, the Home will maintain that in your records.

**Right to an Accounting.** You or your representative have the right to request an accounting of disclosures of your health information made by Wisconsin Veterans Homes for any reason other than for treatment, payment or health operations. The request for an accounting must be made in writing to the Privacy Officer at your facility.

The request should specify the time period for the accounting for disclosures made after April 14, 2003. The first accounting in a 12-month period is free. Other requests may be charged according to our established copy fee.

**Right to a Paper Copy of this Notice.** You or your representative has a right to a separate paper copy of this Notice at any time even if you or your representative has received this Notice previously. To obtain a separate paper copy, please contact the Privacy Officer at your facility. The current version of the Veterans Home Notice is available at its website [www.WisVets.com/Forms#WDVA4020F](http://www.WisVets.com/Forms#WDVA4020F).

## **DUTIES OF FACILITY**

Wisconsin Veterans Homes are required by law to maintain the privacy of your health information and to provide to you and your representative this Notice of its duties and privacy practices. Wisconsin Veterans Homes are required to abide by the terms of this Notice as may be amended from time to time. Wisconsin Veterans Homes reserve the right to change the terms of its Notice and to make the new Notice provisions effective for all health information that it maintains. If Wisconsin Veterans Homes change its Notice, the Veterans Homes will make a copy of the revised Notice available to you or your appointed representative. You or your representative has the right to express complaints to Wisconsin Veterans Homes and to the Secretary of Health and Human Services if you or your representative believes that your privacy rights have been violated. Any complaints to the Veterans Home should be made in writing to your Privacy Officer. You may also send a complaint to the Secretary of the US Department of Health and Human Services, Office of Civil Rights.

Wisconsin Veterans Homes encourage you to express any concerns you may have regarding the privacy of your information. You will not be retaliated against in any way for filing a complaint.

## **CONTACT PERSON**

Wisconsin Veterans Homes have designated the Privacy Officers as their contact person for all issues regarding member privacy and your rights under the Federal privacy standards. You may contact this person at:

Privacy Officer at Wisconsin Veterans Home at King  
N2665 County Rd. QQ  
King, WI 54946-0605  
(715) 258-5586

or

Privacy Officer at Wisconsin Veterans Home at Union Grove  
21425 G Spring Street  
Union Grove, WI 53182  
(262) 878-6700

**IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE, PLEASE CONTACT  
the Privacy Officer at King [(715) 258-5586] or at Union Grove [(262) 878-6700].**