



## Notice of Privacy Practices

### Your Information. Your Rights. Our Responsibilities.

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.**

**Your Rights:** When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

<b>Get an electronic or paper copy of your medical record</b>	<ul style="list-style-type: none"> <li>You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.</li> <li>We will provide a copy or a summary of your health information, usually within 30 days of your request.</li> </ul>
<b>Ask us to correct your medical record</b>	<ul style="list-style-type: none"> <li>You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.</li> <li>We may say “no” to your request, but we’ll tell you why in writing within 60 days.</li> </ul>
<b>Request confidential communications</b>	<ul style="list-style-type: none"> <li>You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.</li> <li>We will say “yes” to all reasonable requests.</li> </ul>
<b>Ask us to limit what we use or share</b>	<ul style="list-style-type: none"> <li>You can ask us <b>not</b> to use or share certain health information for treatment, payment, or our operations.</li> <li>We are not required to agree to your request, and we may say “no” if it would affect your care.</li> <li>If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer.</li> </ul> <p>We will say “yes” unless a law requires us to share that information.</p>
<b>Get a list of those with whom we’ve shared information</b>	<ul style="list-style-type: none"> <li>You can ask for a list (accounting) of the times we have shared your health information for six years prior to the date you ask, who we shared it with, and why.</li> <li>We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make).</li> </ul>
<b>Get a copy of this privacy notice</b>	<ul style="list-style-type: none"> <li>You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.</li> </ul>
<b>Choose someone to act for you</b>	<ul style="list-style-type: none"> <li>If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.</li> <li>We will make sure the person has this authority and can act for you before we take any action.</li> </ul>
<b>Bassett Healthcare Network offers MyBassett Health Connection patient portal.</b>	<p>You may:</p> <ul style="list-style-type: none"> <li>communicate with your provider’s office</li> <li>access your test results</li> <li>request prescription renewals</li> <li>make appointments</li> <li>Request Medical Records</li> </ul>



<p><b>File a complaint if you feel your rights are violated</b></p>	<ul style="list-style-type: none"> <li>• You can complain if you feel we have violated your rights by contacting one of the Bassett Healthcare Network’s Privacy Offices by calling the number below and asking for the Privacy Office: <ul style="list-style-type: none"> <li>○ Bassett Medical Center 1-800-BASSETT (1-800-227-7388)</li> <li>○ AO Fox Memorial Hospital (607)432-2000</li> </ul> </li> <li>• You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting <a href="http://www.hhs.gov/ocr/privacy/hipaa/complaints/">www.hhs.gov/ocr/privacy/hipaa/complaints/</a>.</li> </ul> <p>We will not retaliate against you for filing a complaint.</p>
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**You can tell us your choices about what we share for circumstances.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

<p><b>In these cases, you have both the right and choice to tell us to:</b></p>	<ul style="list-style-type: none"> <li>• Share information with your family, close friends, or others involved in your care</li> <li>• Share information in a disaster relief situation</li> <li>• Include your name and room number in our hospital directory</li> </ul> <p><i>If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.</i></p>
<p><b>In these cases we never share your information unless you give us written permission:</b></p>	<ul style="list-style-type: none"> <li>• Sale of your information</li> <li>• Most sharing of psychotherapy notes requires specific release requirements</li> </ul>
<p><b>In the case of marketing or fundraising:</b></p>	<ul style="list-style-type: none"> <li>• We may contact you for fundraising efforts, alternative treatments, or new services, but you can tell us not to contact you again.</li> </ul>
<p><b>Patient Experience Surveys:</b></p>	<ul style="list-style-type: none"> <li>• We want to understand and learn from your experience at Bassett, and your feedback is important. We may send a survey either by mail, email, or phone by our survey vendor. Your input helps us to understand what we are doing well, and what we can improve for you and future patients.</li> </ul>
<p><b>Research Studies</b></p>	<p>We may use portions of your medical information for research purposes. For example, determine if you qualify to enter a clinical trial for a new medication or treatment. You may request to be excluded.</p>
<p><b>Health Information Exchange of NY-HIXNY</b></p>	<p>Bassett Healthcare Network participates in the health information exchange of NY. You must authorize us to include your information.</p>



**Our Uses and Disclosures**

**How do we typically use or share your health information?**

We typically use or share your health information in the following ways.

<b>Treat you</b>	<ul style="list-style-type: none"> <li>• We can use your health information and share it with other professionals who are treating you.</li> </ul>	<i><b>Example:</b> A doctor treating you for an injury asks another doctor about your overall health condition.</i>
<b>Run our organization</b>	<ul style="list-style-type: none"> <li>• We can use and share your health information to run our practice, improve your care, and contact you when necessary.</li> </ul>	<i><b>Example:</b> We use health information about you to manage your treatment and services.</i>
<b>Bill for your services</b>	<ul style="list-style-type: none"> <li>• We can use and share your health information to bill and get payment from health plans or other entities.</li> </ul>	<i><b>Example:</b> We give information about you to your health insurance plan so it will pay for your services.</i>

**How else can we use or share your health information?**

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

<b>Help with public health and safety issues</b>	<ul style="list-style-type: none"> <li>• We can share health information about you for certain situations such as: <ul style="list-style-type: none"> <li>• Preventing disease</li> <li>• Helping with product recalls</li> <li>• Reporting adverse reactions to medications</li> <li>• Reporting suspected abuse, neglect, or domestic violence</li> <li>• Preventing or reducing a serious threat to anyone’s health or safety</li> </ul> </li> </ul>
<b>Do research</b>	<ul style="list-style-type: none"> <li>• We can use or share your information for health research.</li> </ul>
<b>Comply with the law</b>	<ul style="list-style-type: none"> <li>• We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.</li> </ul>
<b>Respond to organ and tissue donation requests</b>	<ul style="list-style-type: none"> <li>• We can share health information about you with organ procurement organizations.</li> </ul>
<b>Work with a medical examiner or funeral director</b>	<ul style="list-style-type: none"> <li>• We can share health information with a coroner, medical examiner, or funeral director when an individual dies.</li> </ul>
<b>Address workers’ compensation, law enforcement, and other government requests</b>	<p>We can use or share health information about you:</p> <ul style="list-style-type: none"> <li>• For workers’ compensation claims</li> <li>• For law enforcement purposes or with a law enforcement official</li> <li>• With health oversight agencies for activities authorized by law</li> <li>• For special government functions such as military, national security, and presidential protective services</li> </ul>
<b>Respond to lawsuits and legal actions</b>	<ul style="list-style-type: none"> <li>• We can share health information about you in response to a court or administrative order, or in response to a subpoena.</li> </ul>

<p><b>Legal References:</b></p> <p><b>NYS PHL</b></p> <p><b>NYS Mental Hygiene Law 2929 &amp; 42CFR</b></p> <p><b>NYS Article 6A</b></p>	<ul style="list-style-type: none"> <li>• We can use your health information and share it with other professionals who are treating you.</li> <li>• Psychotherapy notes and other medical information surrounding mental health, substance abuse, and HIV status is strictly governed by NYS and Federal law.</li> <li>• This article shall be known as the "personal privacy protection law".</li> </ul>
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**Our Responsibilities**

As required by law, Bassett Healthcare Network will maintain the privacy and security of your protected health information.

- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

**Changes to the Terms of This Notice**

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

Effective: January 2019

**This Notice of Privacy Practices applies to all Bassett Healthcare Network participants including Bassett Medical Center, AO Fox Memorial Hospital, Little Falls Hospital, Cobleskill Regional Hospital, O'Connor Hospital and all network clinic locations. This Notice covers the organizations described above that are using this combined Notice of Privacy Practices and sharing information as provided by applicable law; they are not providing health care services mutually or on each other's behalf. Each organization participating in this joint Notice is individually responsible for its own activities, including compliance with privacy laws, billing, and for the health care services it provides.**

Please contact your Privacy Officer with any questions, concerns or complaints

Facility	Privacy Officer	Email address	Phone
<b>A.O. Fox Hospital 1 Norton Oneonta, NY 13820</b>	Deb Smith	desmith@aofmh.org	607-431-5441
<b>Bassett Medical Center 1 Atwell Road, Cooperstown, NY 13326</b>	Trina Silver	Patrenia.silver@bassett.org	607-547-7900
<b>Cobleskill Regional Hospital 178 Grand view Drive Cobleskill, NY 12043</b>	Trina Silver	Patrenia.silver@bassett.org	518-254-3505 or ext: 7900
<b>Little Falls Hospital 140 Burwell Street Little Falls NY 13365</b>	Lori Usyk	l.usyk@lfhny.org	315-823-5362
<b>O'Connor Hospital 460 Andes Road Delhi, NY 13753</b>	Chris Bouw	Christine.bouw@oconnorhosp.org	607-746-0310



# AFFIX PT LABEL

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**I acknowledge receipt of the Bassett Healthcare Network Notice of Privacy Practices:**

Name (Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Please clip and mail to: Privacy Office • Bassett Healthcare Network • One Atwell Road • Cooperstown, NY 13326