

This notice describes how medical information about you may be used and disclosed and how you can obtain access to this information.

Under the Federal & State Law, your medical information is protected and confidential. This information is obtained from applications for health care coverage, surveys, claims for payment filed by health care providers, referrals made by health care providers and your medical records. Personal medical information may also be obtained over the phone from you. Other sources of medical information include group health plan administrators, employers and business partners such as third-party administrators, consultants and other entities engaged in obtaining healthcare information.

How we may use and disclose Medical Information about you:

BRFMC will obtain your consent to obtain, use and disclosure of your medical information for the purpose of routine treatment, payment, and healthcare operations.

Uses and disclosures for treatment:

Your medical information may be disclosed to other healthcare providers including physicians, nurses, laboratory technicians, medical students, nursing students and other healthcare personnel involved in your care.

Uses and disclosures for payment:

BRFMC may use and disclose medical information about your treatment and services to bill and collect payment from you, your insurance company or a third party payer. BRFMC may also tell your health plan about the treatment you are going to receive to determine whether your plan will cover it.

Uses and disclosures for healthcare operations:

Your medical information may be used and disclosed for the purpose of quality review assessments, audits, business planning, legal services or administrative services.

Your Rights:

Although your health record is the physical property of BRFMC, you have the following rights regarding your health information.

Review and Copy: You have the right to review your medical information maintained by BRFMC and obtain a copy of such information.

Reasonable fee: A reasonable fee may be charged for copies of your health information records.

Amend: If you feel that the medical or billing information BRFMC have about you are incorrect or incomplete you have the right to request and amendment as long as the information is kept by or for BRFMC.

An Accounting of Disclosures: You have a right to request an accounting of disclosures of your medical information made by BRFMC. This request must be made in writing and may not be for a period longer than six (6) years, from the date of the request and may not include dates prior to April 14, 2003.

Request Restrictions: You have a right to request a restriction on the medical information that may be disclosed.

Request Confidential Communications: You have the right to request that communication regarding your medical information from BRFMC be communicated with you about medical matters in a certain way or at a certain location.

To exercise any of your rights, please obtain the required forms from the Privacy Office and submit your requests in writing.

Complaints: If you are concerned that BRFMC has violated your privacy rights, or if you disagree with a decision BRFMC made about your records, you may file a complaint with Brazosport Regional Health System (BRHS) by contacting the Facility Privacy Officer at 979-285-1112 or with the U.S. Department of Health and Human Services. All complaints must be submitted in writing.

You will not be penalized in any way for filing a complaint.

Changes to Privacy Practices: BRFMC reserve the right to change this notice and the revised or changed notice will be effective for information BRFMC already has about you as well as any information BRFMC receives in the future. Once you sign you have received this notice it will remain in your medical record. You will be asked to re-sign after 1 year or if changes are made to the Notice of Privacy Practice when you have your next appointment at BRFMC. BRFMC will offer you a copy of the changed current notice which is in effect. For your convenience up-to-date privacy notices are maintained on the BRHS web site at www.brazosportregional.org.

Privacy Official
979-285-1112

This notice was published and became effective on April 24, 2003.