



H I P A A  
*Notice of  
Privacy Practices*



\*HIPAA: Health Insurance Portability and Accountability Act  
Effective Date: April 14, 2003; rev. Dec. 1, 2003;  
rev. Dec. 1, 2004; rev. Nov. 1, 2005; rev. Feb. 2006



150000

Name: \_\_\_\_\_

Medical Record Number: \_\_\_\_\_

## Acknowledgement of Receipt of the HIPAA Notice of Privacy Practices for the University of Virginia Health System

Federal law requires that we obtain your written acknowledgement of receipt of the UVa Notice of Privacy Practices. Please sign or initial below.

I acknowledge that I have received the UVa Notice of Privacy Practices.

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

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

Legal Representative Name (Print) (if patient unable to sign): \_\_\_\_\_

Patient or Legal Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send completed forms to Health Information Services, University of Virginia  
Medical Center, P.O. Box 800476, Charlottesville, Va. 22908

**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.**

If you have any questions about this notice, please contact the Privacy Office at (434) 982-3752.

***Who Will Follow This Notice.***

This notice describes the privacy practices of the University of Virginia, including the UVa Medical

Center, the University of Virginia Health Services Foundation and:

- Any health care professional authorized to enter information into your medical record
- All departments, clinics and units
- Any member of a volunteer group we allow to help you while you are a patient
- All Health System employees, staff and other personnel, and students
- The Virginia Urologic Foundation, University of Virginia Community Medicine LLC, UVa Outpatient Surgery Center, and the University of Virginia Imaging Center LLC.

A separate notice describes the practices of regional primary care clinics operated by the Health Services Foundation. The Medical Center inpatient psychiatric units give patients a supplemental notice describing those units' practices. All of the above entities, sites and locations (the "Health System") may share medical information with each other for treatment, payment or operations purposes described in this notice.

***Our Pledge Regarding Medical Information.***

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the

care and services you receive. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by the Health System, whether made by hospital personnel or your personal doctor. This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

We are required by law to: *make sure that medical information that identifies you is kept private; give you this notice of our legal duties and privacy practices with respect to medical information about you; and follow the terms of the notice that is currently in effect.*

***How We May Use and Disclose Medical Information About You.***

The following categories describe different ways that we use and disclose medical information. For each category of uses or disclosures we will explain

what we mean and give examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

**For Treatment.** We may use medical information about you to provide you with medical treatment or services. We will provide medical information about you to doctors, nurses, technicians, medical students, residents, or other personnel who are involved in taking care of you. 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. In addition, the doctor may need to tell the dietitian if you have diabetes so that we can arrange for appropriate meals. Different departments of the Health System also may share medical information about you in order to coordinate the different things you need, such as prescriptions, lab work and x-rays. We may use and disclose medical information about you in order to communicate with you about available treatment—for instance, to send you appointment or prescription refill reminders, or to offer wellness and other educational programs, or to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

We also may disclose medical information about you to people outside the Health System who provide services that are related to your care, such as home health agencies or medical equipment suppliers.

**For Payment.** We may use and disclose medical information about you so that the treatment and services you receive may be billed to and payment may be collected from you, an insurance company or another third party. For example, we may need to give your health plan information about surgery you received so your health plan will pay us or reimburse you for the surgery. We may also tell your health plan about a treatment you are going to receive, to obtain prior approval or to determine whether your plan will cover the rest of the treatment.

**For Health Care Operations.** We may use and disclose medical information about you for health care operations. These uses and disclosures are necessary to run the Health System and make sure that all of our patients receive quality care. For example, we may use medical information to review our treatment and services and to evaluate the performance of our staff in caring for you. We may also combine medical information about many patients to decide what additional services the

Health System should offer, what services are not needed, and whether certain new treatments are effective. We may also provide information to doctors, nurses, technicians, medical and nursing students, and other personnel and trainees for review and learning purposes. We may also combine the medical information we have with medical information from other hospitals to compare how we are doing and see where we can make improvements in the care and services we offer. We may remove information that identifies you from this set of medical information, so that others may use it to study health care and health care delivery without learning who you are.

**Business Associates:** There are some services provided in our organization through contracts with business associates. Examples include computer maintenance by outside companies and transcription of medical records by outside medical records services. When these services are contracted, we may disclose your health information to our business associates so that they can perform the job we've asked them to do. Similarly, there are departments of the University that provide services to us, and may need access to your health information to do their jobs. We require business associates and other UVA departments to appropriately safeguard your information.

**Fundraising Activities.** We may use contact information about you to reach you in an effort to encourage donations for the Health System. We may disclose contact information to a foundation related to the Health System so that the foundation may contact you to encourage donations. "Contact" information means your name, address and phone number and the dates you received treatment or services at the hospital, age, gender and insurance status. It does not include information about your diagnosis or treatment. If you do not want the hospital to contact you for fundraising efforts, you may notify the Health System Development Office at (434) 924-8432.

**Patient Information.** Unless you notify us that you object, we will use your name, location in the hospital, general condition, and religious affiliation to respond to questions about you from persons who ask for you by name, if you are an inpatient. This information and your religious affiliation also may be provided to members of the clergy. If you do not want some or all of this information used for this purpose, please notify the Admitting Office at (434) 924-9231.

**Individuals Involved in Your Care or Payment for Your Care.** We may release information about you to a family member or friend who is involved in your care, and also discuss questions regarding payment for your care. We may also give information to someone who helps pay for your care. We may also tell your family or friends your condition and that you are in the hospital. In addition, we may disclose medical information about

you to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location.

**Other Care Providers.** We may disclose medical information to health care professionals who have cared or currently are caring for you, such as rescue squads, a referring hospital and its physicians, or a nursing home medical director, for them to use in treating you, seeking payment for treatment, and certain health care operations, such as evaluating the quality of their care and the performance of their staff, providing training, and licensing and accreditation reviews.

**Research.** Under certain circumstances, we may use and disclose medical information about you for research purposes. For example, a research project may involve comparing the health and recovery of all patients who received one medication to those who received another for the same condition. We also may retain samples from tissue or blood and other similar fluids normally discarded after a medical procedure, for later use in research projects. All these research projects, however, are subject to a special approval process. This process evaluates a proposed research project and its use of medical information, trying to balance the research needs with patients' need for privacy of their medical information. Before we use or disclose medical information for research, the project will have been approved through this research approval process. In some cases, your authorization would be required. In other cases it would not, where the review process determines that the project creates at most a minimal risk to privacy. We may also disclose medical information about you to people preparing to conduct a research project, for example, to help them look for patients with specific medical needs, so long as the medical information they review does not leave the Health System. And if a research project can be done using medical data from which all the information that identifies you (such as your name, social security number and medical record number) has been removed, we may use or release the data without special approval. We also may use or release data for research with a few identifiers retained—dates of birth, admission and treatment, and general information about where you live (not your address), without special approval. However, in this case we will have those who receive the data sign an agreement to appropriately protect it.

**As Required by Law.** We will disclose medical information about you when required to do so by federal, state or local law.

**To Avert a Serious Threat to Health or Safety.** We may use and disclose medical information about you when necessary to prevent an immediate, serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

**Organ and Tissue Donation.** If you are an organ donor, we may release medical information to organizations that handle organ or tissue procurement or to an organ donation bank, to further organ or tissue donation and transplantation.

**Military and Veterans.** If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign military authority.

**Workers' Compensation.** We may release medical information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

**Public Health Risks.** We may disclose medical information about you for public health activities. These activities generally include the following:

- to prevent or control disease, injury or disability;
- to report births and deaths;
- to report endangering disabilities of drivers and pilots;
- to report abuse or neglect of children, the elderly and incompetent patients;
- to report reactions to medications or problems with products;
- to notify people of recalls of products they may be using.

**Health Oversight Activities.** We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

**Lawsuits and Disputes.** If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

**Law Enforcement.** We may release medical information if asked to do so by a law enforcement official:

- in response to a court order, subpoena, warrant, summons or similar process;
- about a death we believe may be the result of criminal conduct;
- about criminal conduct at the hospital; and
- about wounds made by certain weapons.

**Medical Examiners and Funeral Directors.** We may release medical information to a medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also

release medical information about deceased patients of the hospital to funeral directors as necessary to carry out their duties.

***Your Rights  
Regarding Medical  
Information About  
You.***

You have the following rights regarding medical information we maintain about you:

**Right to Inspect and Copy.** You have the right to

inspect and copy your medical and billing records. To inspect and copy your medical records, you must submit your request in writing to Health Information Services, University of Virginia Medical Center, P.O. Box 800476, Charlottesville, Va. 22908. To inspect and copy your billing records you may write to Patient Financial Services, P.O. Box 800750, Charlottesville, Va., or call (800) 523-4398. For physician bills, you may write to UVA Health Services Foundation at PO Box 281184, Atlanta GA 30384-1184, or call (434) 980-6110 or (800) 868-6600. If you request a copy of the information, we may charge a fee for costs of copying and mailing.

**We may deny your request to inspect and copy in certain very limited circumstances.** If you are denied access to medical information, you may request that the denial be reviewed. Another licensed health care professional chosen by the hospital will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

**Right to Amend.** If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the Health System. To request an amendment, your request must be made in writing and submitted to Health Information Services, University of Virginia Medical Center, P.O. Box 800476, Charlottesville, Va. 22908. In addition, you must provide a reason that supports your request. We may deny your request if you ask us to amend information that:

- Was not created by us, unless you can show the person or entity that created the information is no longer available to make the amendment; if so, we will add your request to the information record;
- Is not part of the medical information kept by or for the Health System;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete.

**Right to an Accounting of Disclosures.** You have the right to request an "accounting of disclosures." This is a list of disclosures of medical information about you that were not for treatment, payment or health care operations and of which you were not previously aware.

To request this list of accounting of disclosures, you must submit your request in writing to Health Information Services, University of Virginia Medical Center, P.O. Box 800476, Charlottesville, Va. 22908. Your request must state a time period which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a 12 month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

**Right to Request Restrictions.** You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care.

We do not have to agree to your request. We will not be able to agree to requests that would interfere with your treatment, or that we cannot reasonably carry out. For instance, we will not restrict your referring or primary care physician's access to your health information. Our normal process is to immediately send records of your visit to your referring physician.

Requests to restrict disclosures of health records to other persons may be made by calling Health Information Services at (434) 924-5136. Requests to restrict disclosures of Medical Center billing and payment records may be made by calling Patient Financial Services at (434) 924-5377. Requests to restrict disclosure of physician billing and payment records may be made by calling the UVA Health Services Foundation at (434) 980-6134. If we do agree, we will comply with your request unless the information is needed to provide you emergency services.

**Right to Request Alternative Communications.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

To request alternative communications, you must make your request in writing—contact the Admitting Office at (434) 924-9231. We will not ask you the reason for your request. We will accommodate all reasonable requests within our technical capabilities. Your request must specify how or where you wish to be contacted.

**Right to a Paper Copy of This Notice.** You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

You may obtain a copy of this notice at our website, <http://hsc.virginia.edu/patients-consumers/>.

To obtain a paper copy of this notice, contact the Admitting Office at (434) 924-9231.

### ***Changes to this Notice.***

We reserve the right to change this notice, and make the changed notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current notice in registration and admission areas of the Health System, and on our web site. The notice will contain the effective date on the first page. In addition, each time you register at or are admitted to the Health System for treatment or health care services as an inpatient or outpatient, we will have copies of the current notice available on request.

### ***Complaints.***

If you believe your privacy rights have been violated, you may file a complaint with the Health System or with the Secretary of the Department of Health and Human Services. To file a complaint, contact the Patient Representative Department at (434) 924-8315. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

### ***Other Uses of Medical Information.***

Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you give us permission to use or disclose medical information about you for a particular purpose, you may revoke that permission, in writing, at any time by contacting the Privacy Office at (434) 982-3752. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

### ***Social Security Numbers.***

The Health System may collect your social security number. We use social security numbers for identification and verification (for example, to provide the right medical record when two patients have the same name). We also are required to collect social security numbers by Virginia law (Va. Code 58.1-521) for use if needed in the administrative offset program. Some other governmental programs, such as Medicaid, require social security numbers. Providing a social security number is voluntary, except for applicants to governmental programs that require it. The privacy practices in this Notice apply to your social security number.

### ***More Information.***

For more information, contact the Privacy Office at (434) 982-3752.