

# CLARK JEARY RETIREMENT CENTER

## PRIVACY NOTICE

**The following notice describes how your medical information may be used and disclosed, and how you may obtain access to this information. Please review the information carefully.**

- Your confidential healthcare information may be released to other healthcare professionals within or outside of Clark Jeary Retirement Center for the purpose of providing you with quality healthcare.
- Requests for individual healthcare information are limited to individuals who need the information to carry out resident care duties. These individuals include:
  - Physicians
  - Nurses and nursing personnel
  - Ancillary personnel to include Pharmacy, Laboratory/Radiology/Oxygen Services, Social Services, Billing Clerk, Administrator, Hospice, Home Health Care, etc.
- Your confidential healthcare information may be released to your insurance provider for the purpose of you receiving payment for providing you with needed healthcare services.
- Your confidential healthcare information may be released to public or law enforcement officials in the event of an investigation in which you are a victim of abuse, a crime or domestic violence.
- Your confidential healthcare information may be released to other healthcare providers in the event you need emergency care.
- Your confidential healthcare information may be released to a public health organization or federal organization in the event of a communicable disease or to report a defective device or untoward event to a biological product (food or medication).
- **Your confidential healthcare information may not be released for any other purpose than that which is identified in this notice.**
- Your confidential healthcare information may be released only after receiving written authorization from you. You may revoke your permission to release confidential healthcare information at any time.
- You may be contacted by Clark Jeary Retirement Center to remind you of any appointments, healthcare treatment options or other health services that may be of interest to you.
- You may be contracted by Clark Jeary Retirement Center for the purposes of raising funds to support Clark Jeary's operations.
- You have the right to restrict the use of your confidential healthcare information. However, Clark Jeary may choose to refuse your restriction if it is in conflict of providing you with quality health or in the event of an emergency situation.
- You have the right to receive confidential communication about your health status.

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### PRIVACY NOTICE (CON'T)

- You have the right to review and photocopy any/all portions of your healthcare records.
- You have the right to make changes to your healthcare information.
- You have the right to know who has accessed your confidential healthcare information and for what purpose.
- You have the right to receive a copy of this Privacy Notice upon request. This copy can be in the form of an electronic transmission or on paper.
- Clark Jeary Retirement Center is required by law to protect the privacy of its residents. It will keep confidential any and all resident healthcare information and will provide residents with a list of duties or practices that protect confidential healthcare information.
- Clark Jeary Retirement Center will abide by the terms of this notice. Clark Jeary reserves the right to make changes to this notice and continue to maintain the confidentiality of all healthcare information. Residents will receive a mailed copy of any changes to this notice within 60 days of making the changes.
- You have the right to complain to Clark Jeary Retirement Center if you believe your rights to privacy have been violated. If you feel your privacy rights have been violated, please mail your complaint to:

ATTN: Kathleen L. Pearson  
Clark Jeary Retirement Center  
1313 Eldon Drive  
Lincoln, NE 68510

- ❖ All complaints will be investigated. No personal issue will be raised for filing a complaint with Clark Jeary.
- For further information about this Privacy Notice, please contact:
  - ❖ Kathleen L. Pearson, Administrator 489-0331 or Linda Martin, Director of Nursing 489-0331
- This notice is effective as of April 14, 2003. This date must not be earlier than the date on which the notice is printed or published.