



Notice of Privacy Practices

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

Unity may use your health information, 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. Unity has established policies to guard against unnecessary disclosure of your health information.

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

To Provide Treatment

Unity may use your health information to coordinate care within Unity and with others involved in your care, such as your attending physician, members of Unity's interdisciplinary team and other health care professionals who have agreed to assist Unity in coordinating care. For example, physicians involved in your care will need information about your symptoms in order to prescribe appropriate medications. Unity also may disclose your health care information to individuals outside of Unity involved in your care including family members, privately hired caregivers, clergy whom you have designated, pharmacists, suppliers of medical equipment or other health care professionals that Unity uses in order to coordinate your care.

To Obtain Payment

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

To Conduct Health Care Operations

Unity may use and disclose health care information for its own operations in order to facilitate the function of Unity and as necessary to provide quality care to all of Unity's

patients. Health care operations include such activities as:

- Quality assessment and improvement activities
- Activities designed to improve health or reduce health care costs.
- Protocol development, case management and care coordination.
- Contacting health care providers and patients with information about treatment alternatives and other related functions that do not include treatment.
- Professional review and performance evaluation.
- Training programs including those in which students, trainees or practitioners in health care learn under supervision.
- Training of non-health care professionals.
- Accreditation, certification, licensing or credentialing activities.
- Review and auditing, including compliance reviews, medical reviews, legal services and compliance programs.
- Business planning and development including cost management and planning related analyses and formulary development.
- Business management and general administrative activities of Unity.
- Fundraising and certain marketing activities.
- Listing patient names on memorial service programs and on permanent memorials.

For example Unity may use your health information to evaluate its staff performance, combine your health information with other Unity patients in evaluating how to more effectively serve all Unity patients, disclose your health information to Unity staff and contracted personnel for training purposes, use your health information to contact you as a reminder regarding a visit to you, or contact you or your family as part of general fundraising and community information mailings (unless you tell us you do not want to be contacted).

In Unity's Jack and Engrid Meng Residence, Unity may disclose certain information about you including your name, your general health status, your religious affiliation and room location while you are a patient in the Jack and Engrid Meng Residence. Unity may disclose this information to people who ask for you by name. Please inform us if you do not want your information to be included in the directory.

For Fundraising Activities

Unity may use information about you including your name, address, phone number and the dates you received care from Unity in order to contact you or your family to raise money for Unity. Unity may also release this information to a related Unity foundation. If you do not want Unity to contact you or your family, notify The Director of Development and indicate that you do not wish to be contacted.

For Appointment Reminders

Unity may use and disclose your health information to contact you as a reminder that you have an appointment for a home visit.

For Treatment Alternatives

Unity 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 AND PURPOSES FOR WHICH YOUR HEALTH INFORMATION MAY ALSO BE USED AND DISCLOSED.

Privacy rules allow Unity to use or disclose your health information without your consent or authorization for a number of reasons.

When Legally Required

Unity 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

Unity may disclose your health information for public activities and purposes in order 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.
- Report adverse events, product defects, to track products or enable product recalls, repairs and replacements and conduct post-marketing surveillance and compliance with requirements of the Food and Drug Administration.
- Notify a person who has been exposed to a communicable disease or who may be at risk of contracting or spreading a disease.
- Notify an employer about an individual who is a member of the workforce as legally required.

To Report Abuse, Neglect Or Domestic Violence

Unity is allowed to notify government authorities if Unity believes a patient is the victim of abuse, neglect or domestic violence. Unity will make this disclosure only when specifically required or authorized by law or when the patient agrees to the disclosure.

To Conduct Health Oversight Activities

Unity may disclose your health information to a health oversight agency for activities including audits, civil administrative or criminal investigations, inspections, licensure or disciplinary action. Unity, however, may not disclose your health information if you are the subject of an investigation and your health information is not directly related to your receipt of health care or public benefits.

In Connection With Judicial And Administrative Proceedings

Unity may disclose your health information in the course of any judicial or administrative proceeding in response to a lawful order of a court of record as expressly authorized by such order, or in response to a subpoena, discovery request or other lawful process, as required by state or federal law. Unity will make reasonable efforts to notify you and obtain your written consent.

For Law Enforcement Purposes

Unity may disclose your health information to a law enforcement official for law enforcement purposes as follows:

- As required by law for reporting of certain types of wounds or other physical injuries pursuant to the court order, warrant, subpoena or summons or similar process.
- For the purpose of identifying or locating a suspect, fugitive, material witness or missing person.
- Under certain limited circumstances, when you are the victim of a crime.
- To a law enforcement official if Unity has a suspicion that your death was the result of criminal conduct including criminal conduct.
- In an emergency in order to report a crime.

To Coroners And Medical Examiners

Unity may disclose your health information to coroners and medical examiners for purposes of determining your cause of death or for other duties.

To Funeral Directors

Unity may disclose your health information to funeral directors consistent with applicable

law and if necessary, to carry out their duties with respect to your funeral arrangements. If necessary to carry out their duties, Unity may disclose your health information prior to and in reasonable anticipation of your death.

For Organ, Eye Or Tissue Donation

Unity may use or disclose your health information to organ procurement organizations or other entities engaged in the procurement, banking or transplantation of organs, eyes or tissue for the purpose of facilitating the donation and transplantation.

For Research Purposes

Unity may, under very select circumstances, use your health information for research. Before Unity discloses any of your health information for such research purposes, the project will be subject to an extensive approval process.

In the Event of A Serious Threat To Health Or Safety

Unity may, consistent with applicable law and ethical standards of conduct, disclose your health information if Unity, 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

In certain circumstances, the Federal regulations authorize Unity to use or disclose your health information to facilitate specified government functions relating to 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

Unity may release your health information for worker's compensation or similar programs.

AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION

Other than is stated above, Unity will not disclose your health information other than with your written authorization. If you or your representative authorizes Unity to use or disclose your health information, you may revoke that authorization in writing at any time.

YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION

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

Right to request restrictions

You may request restrictions on certain uses and disclosures of your health information. You have the right to request a limit on Unity's disclosure of your health information to someone who is involved in your care or the payment of your care. However, Unity is

not required to agree to your request. If you wish to make a request for restrictions, please contact your social worker at (920) 338-1111 or 1-800-990-9249.

Right to receive confidential communications

You have the right to request that Unity communicate with you in a certain way. For example, you may ask that Unity 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 your social worker at (920) 338-1111 or 1-800-990-9249. Unity 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

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 Official at (920) 338-1111 or 1-800-990-9249. If you request a copy of your health information, Unity may charge a reasonable fee for copying and assembling costs associated with your request.

Right to amend health care information

If you or your representative believes that your health information records are incorrect or incomplete, you may request that Unity amend the records. That request may be made as long as the information is maintained by Unity. A request for an amendment of records must be made in writing to the Privacy Official at Unity, 2366 Oak Ridge Circle, De Pere, Wisconsin, 54115-9207. Unity 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 Unity, if the records you are requesting are not part of Unity'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 Unity, the records containing your health information are accurate and complete.

Right to an accounting of disclosures

You or your representative have the right to request an accounting of disclosures of your health information made by Unity for any reason other than for treatment, payment or health operations. The request for an accounting must be made in writing to the Privacy Official at Unity, 2366 Oak Ridge Circle, De Pere, Wisconsin, 54115-9207. The request should specify the time period for the accounting starting on or after April 14, 2003. Accounting requests may not be made for periods of time in excess of six years. Unity would provide the first accounting you request during any 12-month period without charge. Subsequent accounting requests may be subject to a reasonable cost-based fee.

Right to a paper copy of this notice

You or your representative have a right to a separate paper copy of this Notice at any time even if you or your representative have received this Notice previously. To obtain a separate paper copy, please contact your social worker at (920) 338-1111 or 1-800-990-9249. Unity patients or a representative may also obtain a copy of the current version of Unity's Notice of privacy practices at its website, www.unityhospice.org.

DUTIES OF UNITY

Unity is 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. Unity is required to abide by terms of this Notice as it may be amended from time to time. Unity reserves 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 Unity changes its Notice, you may obtain a current copy of the revised Notice on our website at www.unityhospice.org or by contacting the Privacy Official at Unity, 2366 Oak Ridge Circle, De Pere, Wisconsin, 54115-9207 or (920) 338-1111 or 1-800-990-9249. You or your personal representative have the right to express complaints to Unity and to the Secretary of Health and Human Services if you or your representative believe that your privacy rights have been violated. Any complaints to Unity should be made in writing to the Privacy Official at Unity, 2366 Oak Ridge Circle, De Pere, Wisconsin, 54115-9207. Unity encourages 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

Unity's contact person for all issues regarding patient privacy and your rights under the Federal privacy standards is:

Privacy Official
Unity
2366 Oak Ridge Circle
De Pere, Wisconsin, 54115-9207
(920) 338-1111 or 1-800-990-9249

EFFECTIVE DATE

This notice is effective April 14, 2003. Updated 6/24/2008.

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE, PLEASE CONTACT THE PRIVACY OFFICIAL AT THE ABOVE ADDRESS AND TELEPHONE NUMBER.