

This notice describes how COAST MEDICAL CENTER (aka: CMC) may use your PHI (Protected Health Information) or disclose your PHI.

1. INFORMATION REQUIRED TO BE PROTECTED.

The privacy of all medical records and other individually identifiable health information must be protected at all times. Information relating to a patient's health care history, diagnosis, condition, treatment, or evaluation shall be considered individually identifiable health information. Confidentiality of this health information must be maintained at all times, and may only be disclosed with the express written consent of the patient.

Non-individually identifiable health information, (e.g. health information that cannot be linked to a specific patient) is not included within the definition of protected health information.

2. BOUNDARIES ON HEALTH INFORMATION USE AND RELEASE.

An individual's health information can be used for health purposes only.

Protect individually identifiable health information. CMC shall not publish or otherwise make generally available any information or data that identifies a patient for purposes other than treatment, payment or other health care operations, without his or her express written consent. This does not restrict the internal use of such information or data that is required in the performance of the scope of work that CMC has been engaged to perform for a client. CMC also maintains physical, electronic, and procedural safeguards to protect individually identifiable health information. CMC is continually assessing those safeguards and making ongoing improvements to maintain and enhance our level of security for individually identifiable health information.

Ensure that health information is not used for non-health purposes. Patient information can be used or disclosed only for purposes of treatment, payment, and health care operations. Health information cannot be used for purposes not related to health care without explicit authorization from the patient. For example, CMC may not access the personal health information obtained by a CMC affiliate for any purpose other than to perform the services for which we were engaged, unless CMC first obtains the explicit authorization of the patient.

Maintain health information in a manner to protect confidentiality. All individually identifiable health information shall be maintained by CMC in a confidential manner that prevents unauthorized use and disclosure to third parties. For example, CMC may share confidential information with a third party under contract or affiliated with CMC for the same purpose of performing the services for which we were engaged, provided that the information shall remain confidential at all times and shall be shared with only those persons that have authority to receive such information.

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Print Name

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Signature & Date