

# Samaritan Health Services

## Your information. Your rights. Our responsibilities.

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.

### Who does this notice apply to?

This notice will be followed by Samaritan Health Services, Inc. (SHS), its employees, physicians, volunteers, students, contractors, or other workforce members, and the entities or arrangements listed below:

- Good Samaritan Regional Medical Center.
- Samaritan Albany General Hospital.
- Samaritan Lebanon Community Hospital.

- Samaritan North Lincoln Hospital.
- Samaritan Pacific Communities Hospital.
- Affiliated Samaritan Health Services medical clinics identified at [samhealth.org](http://samhealth.org).
- All other entities or providers affiliated with SHS through participation in an Organized Health Care Arrangement.

### Your rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

#### Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

#### Ask us to correct your medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

#### Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

#### Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

#### Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

#### Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

#### Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

#### File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us at the phone numbers or email address at the end of this document.

You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Ave., Washington, D.C. 20201, calling 877-696-6775, or visiting [hhs.gov/hipaa/filing-a-complaint/index.html](http://hhs.gov/hipaa/filing-a-complaint/index.html).

We will not retaliate against you for filing a complaint.

- Share information in a disaster relief situation.
- Include your information in a hospital directory.

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

#### In these cases we never share your information unless you give us written permission:

- Marketing purposes.
- Sale of your information.
- Most sharing of psychotherapy notes.
- We may contact you for fundraising efforts, but you can tell us not to contact you again.

#### Our uses and disclosures

We typically use or share your health information in the following ways:

- **Treat you**  
We can use your health information and share it with other professionals who are treating you. Example: A doctor treating you for an injury asks another doctor about your overall health condition.
- **Run our organization**  
We can use and share your health information to run our practice, improve your care and contact you when necessary. Example: We use health information about you to manage your treatment and services.
- **Bill for your services**  
We can use and share your health information to bill and get payment from health plans or other entities.  
*Example:* We give information about you to your health insurance plan so it will pay for your services.

## Substance use disorder records

- If you receive services from an SHS program that holds itself out as providing substance use disorder services or medical staff who primarily provide such services, then records that identify that you have or had a substance use disorder (Substance Use Disorder Records) are subject to additional restrictions that are addressed below.
- Notwithstanding anything else in this notice, we will not disclose your Substance Use Disorder Records without your consent except to the extent necessary to meet a bona fide medical emergency in which your prior written consent cannot be obtained, scientific research, management audits, financial audits, and program evaluation, or based on a specialized type of court order.
- We will not use or disclose Substance Use Disorder Records (including records generated by programs outside of SHS), or testimony relaying the content of such records, in civil, criminal, administrative, or legislative proceedings against you without your consent or a special type of court order that is specific to substance use disorder records and is accompanied by a subpoena or other legal requirement compelling disclosure.
- If SHS intends to use or disclose Substance Use Disorder Records for fundraising to benefit SHS, you will first be provided with a clear and conspicuous opportunity to elect not to receive any fundraising communication.

## How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information, see: [hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html](https://hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html)

## Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease.
- Helping with product recalls.
- Reporting adverse reactions to medications.
- Reporting suspected abuse, neglect or domestic violence.
- Preventing or reducing a serious threat to anyone's health or safety.

## Do research

We can use or share your information for health research.

## Comply with the law

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

## Respond to organ and tissue donation requests

We can share health information about you with organ procurement organizations.

## Work with a medical examiner or funeral director

We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

## Address workers' compensation, law enforcement and other government requests

We can use or share health information about you:

- For workers' compensation claims.
- For law enforcement purposes or with a law enforcement official.
- With health oversight agencies for activities authorized by law.
- For special government functions such as military, national security and presidential protective services.

## Respond to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

## Special protections for certain types of information

Except in limited circumstances, we will not share HIV-related testing information or results without your consent.

Alcohol and drug treatment and records, as well as mental health treatment and records, carry additional protections under both state and federal law. Except in limited circumstances, we will not share your genetic test results without your consent.

## Inform you of other treatment or services that may be beneficial to your health

We can contact you to inform you of services we offer that may be beneficial to your health. If you prefer we do not, just let us know and we will stop.

## Share your information across participating Health Information Exchanges

We can make your health information available across Health Information Exchanges that we participate in along with other health care providers, certain government agencies, and others who may have a need to access your health information.

## Our responsibilities

We are required by law to maintain the privacy and security of your protected health information.

We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.

We must follow the duties and privacy practices described in this notice and give you a copy of it.

We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see:

[hhs.gov/hipaa/for-individuals/notice-privacy-practices/index.html](https://hhs.gov/hipaa/for-individuals/notice-privacy-practices/index.html)

## Changes to the terms of this notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office and on our website.

This notice is effective as of January 2020.

## Concerns or questions about this notice

To ask questions about this notice, or to tell us how you prefer we use or share your information in certain circumstances, please contact our Health Information Management Department, or the Privacy Officer, at the contact information below between 8 a.m. and 5 p.m. Monday through Friday:

- **Health Information Management Department**

541-768-5069

- **Privacy Officer**

[privacy@samhealth.org](mailto:privacy@samhealth.org)

541-768-2165



Samaritan  
Health Services

[samhealth.org](https://samhealth.org)