

**ADVANCED REGIONAL THERAPY
OHIO VALLEY MANOR, INC.
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.

Ohio Valley Manor has summarized our responsibilities and your rights on this first page. For a complete description of our privacy practices, please review this entire notice.

Our Responsibilities

Ohio Valley Manor is required to:

- Maintain the privacy of your health information
- Provide you with this notice of our legal duties and privacy practices with respect to information we collect and maintain about you
- Abide by the terms of this notice

Your Rights

As a resident/patient of Ohio Valley Manor, you have several rights with regard to your health information, including the following:

- The right to request that we not use or disclose your health information in certain ways.
- The right to request to receive communications in an alternative manner or location.
- The right to access and obtain a copy of your health information.
- The right to request an amendment to your health information.
- The right to an accounting of disclosures of your health information.

Ohio Valley Manor reserves the right to change our privacy practices and to make the new provisions effective for all health information we maintain. Should our privacy practices change, we will post the changes on the bulletin board in our facility, as well as on our web site. A copy of the revised notice will be available after the effective date of the changes upon request.

Ohio Valley Manor will not use or disclose your health information without your authorization, except as described in this notice.

If you have questions and would like additional information, you may contact our facility's Privacy Officer at 937-392-4318 Ext. 224

Understanding Your Health Record/information

Each time you are admitted to Ohio Valley Manor, a record is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record serves as a:

- basis for planning your care and treatment
- means of communication among the many health professionals who contribute to your care
- legal document describing the care you received
- means by which you or a third-party payer can verify that services billed were actually provided
- a tool in educating health professionals
- a source of data for medical research
- a source of information for public health officials who oversee the delivery of health care in the United States
- a source of data for facility planning marketing
- a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

How We Will Use or Disclose Your Health Information

(1) Treatment. Ohio Valley Manor will use or disclose your health information for treatment purposes, including for the treatment activities of other health care providers. For example, information obtained by a nurse, physician, or other member of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his or her expectations of the members of your healthcare team. Members of your healthcare team will then record the actions they took and their observations. In that way, the physician will know how you are responding to treatment. We will also provide your physician or a subsequent healthcare provider with copies of various reports that should assist him or her in treating you once you've been discharged from our nursing facility.

(2) Payment. Ohio Valley Manor will use or disclose your health information for payment, including for the payment activities of other health care providers or payers. For example, a bill may be sent to you or a third-party payer, including Medicare or Medicaid. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

(3) Health care operations. Ohio Valley Manor will use or disclose your health information for our regular health operations. For example, members of the medical staff, the risk or quality improvement manager, or members of the medical staff, the risk or quality improvement team may use others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the health care and service we provide.

In addition, Ohio valley Manor will disclose your health information for certain health care operations of other entities. However, we will only disclose your information under the following conditions: (a) the other entity must have had in the past, a relationship with you; (b) the health information used or disclosed must relate to that other entity's relationship with you; and (c) the disclosure must only be for one of the following purposes: (i) quality assessment and improvement activities; (ii) population-based activities relating to improving health or reducing health care costs; (iii) case management and care coordination; (iv) conducting training programs; (v) accreditation, licensing, or credentialing activities; or (vi) health care fraud and abuse detection or compliance.

(4) Business associates. There are some services provided in organization through the use of outside people and entities. Examples of the "business associates" include our accountants, consultants and attorneys. Ohio Valley Manor may disclose your health information to our business associates so that they can perform the job we've asked to do. To protect your health information, however, we require the business associates to appropriately safeguard your information.

(5) Directory. Unless you notify Ohio Valley Manor that you object, we may use your name, location in the facility, general condition, and religious affiliation, to other people who ask for you by name. We may also use your name on a nameplate next to or on your door in order to identify your room, unless you notify us that you object.

(6) Notification. Ohio Valley Manor may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, of your location, and general condition. If we are unable to reach your family member or representative, then we may leave a message for them at the phone number that they have provided us, e.g., on an answering machine.

(7) Communication with family. Ohio Valley Manor may disclose to a family member, other relative, close personal friend or any other person involved in your health care, health information relevant to that person's involvement in your care or payment related to your care.

(8) Research. Ohio Valley Manor may disclose information to researchers when certain conditions have been met.

(9) Transfer of information at death. Ohio Valley may disclose health information to funeral directors, medical examiners, and coroners to carry out their duties consistent with applicable law.

(10) Organ procurement organizations. Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

(11) Marketing. Ohio Valley Manor may contact you regarding your treatment, to coordinate your care, or to direct or recommend alternative treatments, therapies, health care providers or settings. In addition, we may contact you to describe a health-related product or service that may be of interest to you, and the payment for such product or service.

(12) Fund raising. We may contact you as part of a fund-raising effort.

(13) Food and Drug Administration (FDA). Ohio Valley Manor may disclose to the FDA, or to a person or entity subject to the jurisdiction of the FDA, health information relative to adverse events with respect to food, supplements, product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

(14) Workers compensation. Ohio Valley Manor may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

(15) Public health. As required by law, Ohio Valley Manor may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability

(16) Correctional institution. Should you be an inmate of a correctional institution, Ohio Valley Manor may disclose to the institution or agents thereof health information necessary for your health and the health and safety of other individuals.

(17) Law enforcement. Ohio Valley Manor may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.