

Understanding Your Health Record/Information



Each time you visit The Everett Clinic, a record of your visit is made. Generally, this includes your symptoms, the examination, tests results, diagnosis(es), treatment, and plan of care or follow up. This information is referred to as your health or medical record and serves as:

- The basis for planning your care, treatment, and follow up.
- A means of communication among all members of the healthcare professionals who contribute to your care.
- A legal document describing the care you have received.
- A means by which you or a third-party payor may verify the care being billed has actually been provided.
- A tool to educate Everett Clinic health care providers.
- A potential resource for medical research data.
- A source of information for public health officials, who are responsible for improving the health of the nation.
- A resource for marketing and planning by The Everett Clinic.
- A tool for assessing and improving the care rendered by The Everett Clinic on a continuous basis.
- A tool to review and improve outcomes achieved by The Everett Clinic healthcare team.

Understanding what is in your health record and how this information is used will assist you to:

- Ensure its accuracy.
- Better understand who, what, when, where, and why, others may access your health information contained in your medical record.
- Aid you in making informed decisions when authorizing disclosures to others.

Your Health Information Rights:

Your health record is the physical property of The Everett Clinic; however, the information contained in it belongs to you. You have the right to:

- Request a restriction on certain uses or disclosures of your information as provided by CFR 45 164.522 (a).
- Obtain a paper copy of this notice of information practices upon request.
- Inspect and have a copy of your medical record as provided by 164.524.
- Amend and/or have a “statement of disagreement” placed in your medical record as provided by 45 CFR 164.528 and the Washington State Uniform Health Care Information Act.
- Obtain an accounting of disclosures of your health information outside the scope of normal healthcare operations as provided by CFR 45 164.528 as of April 14, 2003.
- Request communications of your health information by alternative means or at alternative sites.

- Revoke your authorization to use or disclose health information except to the extent that action has already been taken. At the time you sign The Everett Clinic “Authorization to Disclose Health Information” form, please request a copy for the “**Notice of Cancellation.**”
- Receive notifications whenever a breach of your unsecured protected health information occurs.
- Ensure that we obtain an authorization from you before allowing any use or disclosure of protected health information not described in the Notice of Privacy Practices.

Our Responsibilities:

The Everett Clinic is required by law to:

- Maintain the privacy of your health information.
- Provide you with a notice as to our legal duties and privacy practices with respect to the information we collect and maintain about you.
- Abide by the terms contained within this notice.
- Notify you if we are unable to accept your request for limiting or restricting certain uses and disclosures.
- Accommodate reasonable requests you may have for communication of your health information through alternative means and/or alternative locations.

**We reserve the right to change or modify our practices and to make new provisions effective for all protected health information (PHI) we maintain. Should our practices change, we will post the revisions at all clinic locations, publish the changes in our quarterly newsletter and on our website. We will not use or disclose your PHI without your authorization, except as described in this notice.*

Communication with Family Members:

The Everett Clinic health care professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health care information relevant to that person’s involvement in your care or payment related to your care.

For More Information or To Report a Problem:

If you have questions or would like additional information, you may contact the **Corporate Compliance Officer for The Everett Clinic at 425-339-4292**, or the **Manager of Medical Records at 425-339-5426**.

If you believe your privacy rights have been violated, you can file a complaint with one of the above individuals or with the local Department of Health and Social Services. **There will be no retaliation or penalty for filing a complaint.**

The HITECH act obligates The Everett Clinic to notify patients—and in some circumstances involving a breach over 500 people, the media—and HHS when there has been a breach of information and an outsider has obtained the protected health information.

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Notice of Health Information Practices for The Everett Clinic

POLICY SUMMARY

Please read carefully. This notice describes how information about you may be used and disclosed, and how you can get access to this information. Effective September 10, 2014. Updated September 10, 2014.

A complete copy of the notice is available at all Everett Clinic locations, by visiting www.everettclinic.com or by requesting a copy from The Everett Clinic by calling 425-339-4233.

The Everett Clinic
For the whole you.