

Disclaimer:

The information provided in this document does not constitute, and is no substitute for, legal or other professional advice. Users should consult their own legal or other professional advisors for individualized guidance regarding the application of the law to their particular situations, and in connection with other compliance-related concerns.

Notice of Privacy Practices For REGENT CARE CENTER

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.

Regent Care Center is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices at Regent Care Center, please contact:

Human Resources Office
Regent Care Center
(409) 763-6000

Effective Date of This Notice: April 15, 2004

I. How Regent Care Center may Use or Disclose Your Health Information

Regent Care Center may need to store medical information provided for purposes including, but not limited to, pre-employment physicals, disability, or requests for FMLA. This information may be stored in your benefits file, medical file, or as part of our HRIS system on a computer. This is your medical record. The medical record is the property of Regent Care Center, but the information in the medical record belongs to you. Regent Care Center protects the privacy of your health information. The law permits Regent Care Center to use or disclose your health information for the following purposes:

1. Treatment. Although it is rare that Regent Care Center would use or disclose your information for treatment purposes, we may need to disclose information to a physician who is providing ongoing care, particularly if you are receiving Worker's Compensation or Disability Benefits.
2. Payment. As a self-insured organization, Regent Care Center may need to receive or provide medical information in order to ensure proper payment of claims.
3. Regular Health Care Operations. Regent Care Center may need to disclose medical information to our Business Associates in order to receive information for Benefit Plan renewal, or to receive quotes for Disability or other types of medical insurance.
4. Notification and communication with family. We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition, or in the

event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our Human Resources Department will use their best judgment in communication with your family and others. You will be given an opportunity to restrict our ability to communicate with family members.

5. Required by law. As required by law, we may use and disclose your health information. For example, in responding to a subpoena or a request from the Department of Health and Human Services.

6. Public health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease; injury or disability; and reporting disease or infection exposure.

7. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.

8. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.

9. Law enforcement. We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.

10. Deceased person information. We may disclose your health information to coroners, medical examiners and funeral directors.

11. Public safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

12. Specialized government functions. We may disclose your health information for military, national security, prisoner and government benefits purposes.

13. Worker's compensation. We may disclose your health information as necessary to comply with worker's compensation laws.

14. Health plan. We may disclose your health information to the sponsor of your health plan, or to a third-party administrator who handles our health plan administration.

15. Change of Ownership. In the event that Regent Care Centers is sold or merged with another organization, your health information/record will become the property of the new owner.

II. When Regent Care Center May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, Regent Care Center will not use or disclose your health information without your written authorization. If you do authorize Regent Care Center to use or disclose your health information for another purpose, you may revoke your authorization, in writing, at any time.

III. Your Health Information Rights

1. You have the right to request restrictions on certain uses and disclosures of your health information. Regent is not required to agree to the restriction that you requested, but every attempt will be made to honor reasonable restrictions.
2. You have the right to receive your health information through a reasonable alternative means or at an alternative location. If you would like us to use an alternative address or phone number, this request must be made in writing to the Privacy Officer: Human Resources Office, 2302 Postoffice Street, Suite 402, Galveston, TX 77550 (phone 409-763-6000).
3. You have the right to inspect and copy your health information; provided a member of the Human Resources Department is with you at the time you inspect your records.
4. You have a right to request that Regent Care Center amend your health information that is incorrect or incomplete. Any requests for amending your health information must be made in writing to the Privacy Officer. Regent Care Center is not required to change your health information and will provide you with written information about Regent Care Center's denial and how you can disagree with the denial.
5. You have a right to receive an accounting of disclosures of your health information made by Regent Care Center, except that Regent Care Center does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you), and 12 (certain government functions) of Section I of this Notice of Privacy Practices.
6. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact

**Human Resources Office
Phone (409) 763-6000**

IV. Changes to this Notice of Privacy Practices

Regent Care Center reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, Regent Care Center is required by law to comply with this Notice.

Any changes to this Notice of Privacy Practices will be announced to the organization via email, and posted at the facility.

V. Complaints

Complaints about this Notice of Privacy Practices or how Regent Care Center handles your health information should be directed to:

**Human Resource Office
Phone (409) 763-6000**

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Department of Health and Human Services
Office of Civil Rights
Washington, DC 20201

You may also address your complaint to one of the regional Offices for Civil Rights. A list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>.