

Patient Registration Information

Patient Last Name: _____ Patient First Name: _____ MI: _____

Previous Name: *(if applicable)* _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell No: _____ Work Phone: _____ Ext: _____

Email: _____ Date of Birth: _____ Social Security Number: _____

Sex: Male Female Unknown **S.O./G.I. Birth Sex:** Male Female Unknown

Sexual Orientation: Lesbian, gay or homosexual Straight or heterosexual Bisexual Do not know Choose not to disclose
 Something else, please describe _____

Gender Identity: Male Female Female-to-Male (FTM)/Transgender Male/Trans Man
 Male-to-Female (MTF)/Transgender Female/Trans Women Genderqueer, neither exclusively male nor female
 Choose not to disclose Transgender Additional gender category or other, please specify _____

Responsible Party Name: _____ Date of Birth: _____ Relation: _____
(Guarantor) *Last Name* *First Name* *(Guarantor)*

Emergency contact: _____ Relation: _____
Last Name *First Name*

Address: _____ Phone: _____

Marital Status: Divorced Married Partner Single Unknown Widowed Legally Separated

Primary Language: _____ Is a Translator Needed: Yes No

Race: American Indian or Alaska Native Asian Native Hawaiian or Other Pacific Islander Black or African American
 White Other Race Other Pacific Islander Declined to Specify

Ethnicity: Hispanic or Latino Not Hispanic or Latino Declined to Specify

Release of Information: *(HIPAA form provided and signed)* Yes No RX History Consent: Yes No

Advance Directive: N/A (not applicable) No Yes

Employment: Full-time Part-time Not employed Self-employed Retired Active military duty Unknown

Student Status: Full-time Not a student Part-time

INSURANCE

Primary Insurance: _____ Policy Number: _____

Insured's Name: _____ Patient Relationship to Insured: _____

Secondary Insurance: _____ Policy Number: _____

Insured's Name: _____ Patient Relationship to Insured: _____

Patient's Alternate Name, if applicable (Last, First, MI): _____

Insured's Alternate Name, if applicable (Last, First, MI): _____

Patient Last Name: _____ Patient First Name: _____ Birth Date: _____

PHARMACY (Please include pharmacies you use and indicate which is your Primary pharmacy)

Pharmacy Name and Address: _____ Primary? Yes No

Pharmacy Name and Address: _____ Primary? Yes No

ADDITIONAL INFORMATION

Address: _____ City: _____ State: _____ Zip: _____
(If different than mailing address)

Employer Name: _____ Employer Address: _____

How did you hear about us? Billboard Community event Confinement facility Doctors office Drive by
 Employer Family Friend Health Dept. Health Fair Hospital Insurance/Social Services Internet
 Newspaper Nursing home Outreach Phonebook Postcard Realty company School
 Other (specify) _____

Veteran: Yes No Seasonal farm work: Yes No Migrant farm work: Yes No Homeless: Yes No

If Yes, Homeless Status: Unknown Street Doubling Up Transitional Housing Homeless Shelter Other

Public Housing: Yes No Limited English in speaking, writing or understanding: Yes No

ADDITIONAL CONTACTS

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Consent and Financial Responsibility Agreement

I/We hereby grant North Florida Medical Center's Inc. (NFMC) permission to treat myself and/or my child/ward for any illness or injury that I/we may encounter. I/We hereby authorize NFMC to furnish all information regarding my medical history, diagnosis and treatment of myself or my child (if applicable) to an insurance company regarding my claims for benefits. If however, said insurer fails to meet this obligation in whole or in part, or if I am non-insured, I/we agree to be responsible for the fee and cost involved in the treatment of the above named patient. I/We authorize payment of medical benefits to NFMC and agree that should I receive any payments directly from any insurance companies for services billed on my behalf by the center, that I will turn those payments over to NFMC immediately. I further understand that should my account have to be referred to a collection agency that I am responsible for all fees and costs incurred therein. I/We hereby authorize NFMC to act on my behalf in accessing my medical records when and if needed.

Patient's Lifetime Signature or Parent/Legal Guardian

Patient's Name (Print) and Date

North Florida Medical Centers, Inc.
Patient Medical, Family, Social History

Please fill out the following sections as completely and accurately as possible so that we may provide you the best quality of care

This information is collected to identify conditions that may affect your health, functioning, and/or quality of life, and so that we may connect you to resources which may provide support.

Today's Date: _____ **Name:** _____ **Date of Birth:** _____

Current Medications: _____

PAST MEDICAL HISTORY- PMHx (Do you have/had any of the following?):

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> AIDS/HIV or exposure to
<input type="checkbox"/> Alcohol abuse
<input type="checkbox"/> Anxiety
<input type="checkbox"/> Arthritis
<input type="checkbox"/> Asthma
<input type="checkbox"/> Bipolar
<input type="checkbox"/> Bleeding problems
<input type="checkbox"/> Bronchial
<input type="checkbox"/> Cancer bladder
<input type="checkbox"/> Cancer breast
<input type="checkbox"/> Cancer cervical
<input type="checkbox"/> Cancer colon
<input type="checkbox"/> Cancer esophageal
<input type="checkbox"/> Cancer kidney (renal) | <input type="checkbox"/> Cancer laryngeal
<input type="checkbox"/> Cancer lung
<input type="checkbox"/> Cancer prostate
<input type="checkbox"/> Cancer rectal
<input type="checkbox"/> Cancer skin
<input type="checkbox"/> Cancer testicular
<input type="checkbox"/> Cancer thyroid
<input type="checkbox"/> Chest pain
<input type="checkbox"/> Congenital abnormalities
<input type="checkbox"/> Congestive heart failure
<input type="checkbox"/> COPD
<input type="checkbox"/> Dementia
<input type="checkbox"/> Depression | <input type="checkbox"/> Diabetes mellitus
<input type="checkbox"/> Heart (cardiac) disease
<input type="checkbox"/> Hepatitis (A) (B) (C) carrier or exposure
<input type="checkbox"/> Hyperlipidemia
<input type="checkbox"/> Hypertension (HBP)
<input type="checkbox"/> Immune Disorders
<input type="checkbox"/> Kidney disease (renal)
<input type="checkbox"/> Liver/stomach/bowel problems
<input type="checkbox"/> Migraine headaches
<input type="checkbox"/> Obsessive Compulsive
<input type="checkbox"/> Parkinson's disease
<input type="checkbox"/> Pulmonary embolism
<input type="checkbox"/> Reflux/GERD | <input type="checkbox"/> Schizophrenia
<input type="checkbox"/> Seizures/convulsions
<input type="checkbox"/> Sexually transmitted disease
<input type="checkbox"/> Sinusitis
<input type="checkbox"/> Skin problems
<input type="checkbox"/> Thrombophlebitis
<input type="checkbox"/> Thyroid disease
<input type="checkbox"/> TIA or Stroke
<input type="checkbox"/> Tuberculosis (TB)

<u>Other:</u>

_____ |
|---|--|--|---|

Drug Allergies/Reactions: _____

SURGICAL HISTORY

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Abdominal
<input type="checkbox"/> Angioplasty
<input type="checkbox"/> Aortic aneurysm repair
<input type="checkbox"/> Appendectomy
<input type="checkbox"/> Arthroscopy knee
<input type="checkbox"/> Back surgery
<input type="checkbox"/> Bladder
<input type="checkbox"/> Breast biopsy
<input type="checkbox"/> Cardiothoracic
<input type="checkbox"/> Carpal tunnel
<input type="checkbox"/> Cataract/lens implant
<input type="checkbox"/> Cholecystectomy
<input type="checkbox"/> Colectomy | <input type="checkbox"/> Colostomy, partial
<input type="checkbox"/> Coronary artery bypass graft
<input type="checkbox"/> Delivery by C-section
<input type="checkbox"/> Ears, nose, throat
<input type="checkbox"/> Gastric, other
<input type="checkbox"/> Gastroplasty, bariatric
<input type="checkbox"/> Hernia
<input type="checkbox"/> Hip replacement
<input type="checkbox"/> Hysterectomy
<input type="checkbox"/> Intestinal bypass
<input type="checkbox"/> Joint replacement
<input type="checkbox"/> Kidney | <input type="checkbox"/> Laminectomy/discectomy
<input type="checkbox"/> Lithotripsy
<input type="checkbox"/> Mastectomy
<input type="checkbox"/> Neurosurgery
<input type="checkbox"/> Oophorectomy
<input type="checkbox"/> Open lysis adhesions
<input type="checkbox"/> Orthopedic
<input type="checkbox"/> Prostate
<input type="checkbox"/> Skin/dermal
<input type="checkbox"/> Small bowel resection
<input type="checkbox"/> Thyroid
<input type="checkbox"/> Tonsillectomy | <input type="checkbox"/> Tubal ligation
<input type="checkbox"/> TURP
<input type="checkbox"/> Ulcer

<input type="checkbox"/> Prior surgery Other - Explain:

_____ |
|---|---|---|---|

Previous Hospitalizations and Dates: _____

FAMILY HISTORY Please check (√) all that apply

Status: A=Alive, D=Deceased, U=Unknown

Relatives - Family Members	Status	Birth Year	Age (yrs)	Diabetes	Hyper tension	Heart Disease	Mental Illness	Cancer	Unknown	Notes
Daughter(s)										
Father										
Friend(s)										
Son(s)										
Spouse										
Mother										
Paternal Grand Father										
Paternal Grand Mother										
Maternal Grand Father										
Maternal Grand Mother										
Paternal uncle										
Paternal aunt										
Maternal uncle										
Maternal aunt										
Siblings										
Children										

Number of Siblings = Brothers _____ Sisters _____ Healthy Notes: _____

Number of Children = Sons _____ Daughters _____ Healthy Notes: _____

SOCIAL HISTORY (Comprehensive Health Assessment)

Family characteristics: # of Adults in the household _____ # of Children in the household _____

Communication needs: Hearing? Yes No Vision? Yes No Cognition (understanding)? Yes No

Social life: Do you consider yourself a social person? Yes No

Advance care planning: Do you have an Advance Directive on file? Yes No Declined Refused NA

Social determinates of health: Are you exposed to crime in your neighborhood? Yes No

Most recent Hospital/ER visit date? _____ **Follow-up date?** _____ **Discharged?** Yes No

Tobacco Use: Smoker Former smoker Nonsmoker How many/how often? _____

chews tobacco pipe smoker snuff user Are you another tobacco user? Yes No _____

Sexual History: Had sex in the past 12 months (vaginal, oral, or anal)? Yes No

Have you had any sexually transmitted disease (STD)? Yes No Last menstrual period (LMP) _____

Today's Date: _____ **Name:** _____ **Date of Birth:** _____

Unable to document LMP: depo provera hysterectomy Mirena birth control postmenopausal uterine ablation

Are you having any sexual problems? Yes No How many sexual partners have you had? _____

Any sexual abuse: none has safety plan history in the past ongoing in relationship

Use condoms: Yes No Use other birth control method: _____

Drugs/Alcohol: Have you used drugs other than those for medical reasons in the past 12 months? Yes No

If "Yes" which drug(s) _____

Did you have a drink containing alcohol in the past year? Yes No If "Yes" how often: never monthly or less

2-4 times a month 2-3 times a week 4 or more a week

Caffeine intake: none 1-2 cups per day 2-3 cups per day 3-4 cups per day more than 4 cups per day

Other caffeine: chocolate soda pills other How much/how often? _____

Miscellaneous: Children: none aware of safety issues no behavioral concerns no school issues in daycare

Community involvements: none religious group community organizations sports or recreation activities

Domestic Violence: none history in the past has restraining order feels unsafe at home has safety plan

Exercise: Yes No How often? weekly daily occasionally What type of exercise _____

Home smoke detectors? none smoke detectors radon detectors carbon monoxide detector

Housing: homeless shelter renting owns a home living with relatives

Legal problems: none on probation on parole awaiting trial

Living with: alone spouse significant other family friends

Marital status: never married single married separated divorced widowed

in relationship with male partner in relationship with female partner

Natural support system: none relies on family relies on friends relies on government assistance

Occupation employment status: retired self-employed unemployed works at home works part-time

work full-time Occupation: _____

Occupational exposure: none toxic chemicals noise infectious agents repetitive physical stress

Others at home: parents siblings foster children

Today's Date: _____ **Name:** _____ **Date of Birth:** _____

Pets: none cats dogs birds reptiles exotic animals _____

Travel outside of the United States: none in last six (6) months South America Europe Asia Africa

Verbal abuse: none occasional frequent seeking counseling has safety plan

Household:

Number of adults in household _____ Number of children in household _____ Religion _____

Education: some high school finished high school some college finished college professional school

Family yearly income: _____

Consent to the Use and Disclosure of Individually Identifiable Health Information for Treatment, Payment, and/or Health Care Operations

I, _____, understand that as a part of my health care, North Florida Medical Centers, Inc. (NFMC) receives, originates, maintains, discloses, and uses individually identifiable health information, including, but not limited to, health records and other health information describing my health history, symptoms, examination and test results, diagnoses, treatment, treatment plans, and billing and health insurance information. I understand that NFMC and its physicians, other health care professionals, and staff may use this information to perform the following tasks:

- Diagnose my medical/psychiatric/psychological condition.
- Plan my care and treatment.
- Communicate with other health professionals concerning my care.
- Document services for payment/reimbursement.
- Conduct routine health care operations, such as quality assurance and peer review.
- For research and similar purposes designed to improve the quality and to reduce the cost of health care.

I have been provided a *Notice of Information Practices* that fully explains the uses and disclosures that NFMC will make with respect to my individually identifiable health information. I understand that I have the right to review the *Notice* before signing this consent. NFMC has afforded me sufficient time to review this *Notice* and has answered any questions that I have to my satisfaction. I also understand that NFMC cannot use or disclose my individually identifiable health information other than as specified on the *Notice*. I also understand, however, that NFMC reserves the right to change its notice and the practices detailed therein prospectively (for uses and disclosures occurring after the revision) if it posts a copy of the revised notice in a prominent space in the medical center(s).

I understand that I do not have to consent to the use or disclosure of my individually identifiable health information for treatment, payment, and health care operations, but that if I do not consent, NFMC may refuse to provide me health care services unless applicable state or federal law requires NFMC to provide such services.

I understand that I have the right to request restrictions on the use or disclosure of my individually identifiable health information to carry out treatment, payment, or health care operations. I further understand that NFMC is not required to agree to the requested restriction but that, if it does agree, it must honor the restriction unless I request that it stop doing so or NFMC notifies me that it is no longer going to honor the request.

I understand that I have the right to request restriction as to the method of communications to me. I understand that I may revoke this consent in writing but that the revocation will not be effective to the extent that NFMC has already taken action in reliance on my earlier effective consent.

I request the following restrictions on the use or disclosure of my individually identifiable health information: _____

I object to uses and disclosures as follows: _____

Signature of Patient or Legal Representative

Date

For Office Use Only:

RECEIPT OF PATIENT BILL OF RIGHTS AND RESPONSIBILITIES

I, _____ (Print name) have received a copy of the Patient
Bill of Rights and Responsibilities and have read them or had them read to me.

Signature of Patient

Date

SUMMARY OF THE FLORIDA PATIENT'S BILL OF RIGHTS AND RESPONSIBILITIES

Florida law requires that your health care provider or health care facility recognize your rights while you are receiving medical care and that you respect the health care provider's or health care facility's right to expect certain behavior on the part of patients. You may request a copy of the full text of this law from the North Florida Medical Centers, Inc. A summary of your rights and responsibilities follows:

NORTH FLORIDA MEDICAL CENTERS, Inc.

PATIENT'S BILL OF RIGHTS AND RESPONSIBILITIES

MISSION: To provide quality health care to all people in a cost-effective and caring manner.

AS A PATIENT, YOU HAVE THE RIGHT TO:

1. Be treated with courtesy and respect, with appreciation of your individual dignity, and with protection of your need for privacy.
2. Prompt and reasonable response to questions and requests.
3. Know who is providing medical services and who is responsible for your care.
4. Know what patient support services are available, including whether an interpreter is available if you do not speak English.
5. Know what rules and regulations apply to your conduct.
6. Be given, by the health care provider, information concerning diagnosis, planned course of treatment, alternatives, risks, and prognosis.
7. Refuse any treatment, except as otherwise provided by law.
8. To be given, upon request, full information and necessary counseling on the availability of known financial resources for your care.
9. (If you are a patient eligible for Medicare), to know, upon request and in advance of treatment, whether the health care provider or health care facility accepts the Medicare assignment rate.
10. To receive, upon request, prior to treatment, a reasonable estimate of charges for medical care.
11. Receive a copy of a reasonably clear and understandable, itemized bill and, upon request, to have the charges explained.
12. Impartial access to medical treatment or accommodations, regardless of race, national origin, religion, handicap, or source of payment.
13. Treatment for any emergency medical condition that should deteriorate from failure to provide treatment.
14. Know if medical treatment is for purposes of experimental research and to give your consent or refusal to participate in such experimental research.
15. Express grievances regarding any violation of your rights, as stated in Florida law, through the grievance procedure of the health care provider or health care facility that served you and to the appropriate state licensing agency.

AS A PATIENT, YOU HAVE THE RESPONSIBILITY TO:

1. Provide to the health care provider, to the best of your knowledge, accurate and complete information about present complaints, past illnesses, hospitalizations, medications and other matters relating to your health.
2. Reporting unexpected changes in your condition to the health care provider.
3. Reporting to the health care provider whether you comprehend a contemplated course of action and what is expected of you.
4. Following the treatment plan recommended by the health care provider.
5. Keeping appointments and, when you are unable to do so for any reason, notifying the health care provider or health care facility.
6. Be responsible for your actions if you refuse treatment or do not follow the health care provider's instructions.
7. Assuring that the financial obligations of your health care are fulfilled as promptly as possible.
8. Following health care facility rules and regulations affecting patient care and conduct.

North Florida Medical Centers, Inc.

Notice of Information 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.

Understanding Your Health Record Information

Each time you visit a hospital, a physician, or another health care provider, the provider makes a record of your visit. Typically, this record contains your health history, current symptoms, examination and test results, diagnoses, treatment, and plan for future care or treatment. This information, often referred to as your medical record, serves as the following:

- 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 that you received.
- Means by which you or a third-party payer can verify that you actually received the services billed for.
- Tool in medical education.
- Source of information for public health officials charged with improving the health of the regions they serve.
- Tool to assess the appropriateness and quality of care that you received.
- Tool to improve the quality of health care and achieve better patient outcomes.

Understanding what is in your health records and how your health information is used helps you to--

- Ensure its accuracy and completeness.
- Understand who, what, where, why, and how others may access your health information.
- Make informed decisions about authorizing disclosure to others.
- Better understand the health information rights detailed below.

Your Rights under the Federal Privacy Standard

Although your health records are the physical property of the health care provider who completed it, you have the following rights with regard to the information contained therein:

- Request restriction on uses and disclosures of your health information for treatment, payment, and health care operations. "Health care operations" consist of activities that are necessary to carry out the operations of the provider, such as quality assurance and peer review. The right to request restriction does not extend to uses or disclosures permitted or required under the following sections of the federal privacy regulations: § 164.502(a)(2)(i) (disclosures to you), 164.510(a) (for facility directories, but note that you have the right to object to such uses), or 164.512 (uses and disclosures not requiring a consent or an authorization). The latter uses and disclosures include, for example, those required by law, such as mandatory communicable disease reporting. In those cases, you do not have a right to request restriction. The consent to use and disclose your individually identifiable health information provides the ability to request restriction. We do not, however, have to agree to the restriction. If we do, we will adhere to it unless you request otherwise or we give you advance notice. You may also ask us to communicate with you by alternate means, and if the method of communication is reasonable, we must

grant the alternate communication request. You may request restriction or alternate communications on the consent form for treatment, payment, and health care operations.

- Obtain a copy of this notice of information practices. Although we have posted a copy in a prominent location throughout the facility, you have a right to a hard copy upon request.
- Inspect and copy your health information upon request. Again, this right is not absolute. In certain situations, such as if access would cause harm, we can deny access. You do not have a right of access to the following:
 - Psychotherapy notes. Such notes consist of those notes that are recorded in any medium by a health care provider who is a mental health professional documenting or analyzing a conversation during a private, group, joint, or family counseling session and that are separated from the rest of your medical record.
 - Information compiled in reasonable anticipation of or for use in civil, criminal, or administrative actions or proceedings.
 - Protected health information (“PHI”) that is subject to the Clinical Laboratory Improvement Amendments of 1988 (“CLIA”), 42 U.S.C. § 263a, to the extent that giving you access would be prohibited by law.
 - Information that was obtained from someone other than a health care provider under a promise of confidentiality and the requested access would be reasonably likely to reveal the source of the information.

In other situations, we may deny you access, but if we do, we must provide you a review of our decision denying access. These “reviewable” grounds for denial include the following:

- A licensed healthcare professional, such as your attending physician, has determined, in the exercise of professional judgment, that the access is reasonably likely to endanger the life or physical safety of yourself or another person.
- PHI makes reference to another person (other than a health care provider) and a licensed health care provider has determined, in the exercise of professional judgment, that the access is reasonably likely to cause substantial harm to such other person.
- The request is made by your personal representative and a licensed health care professional has determined, in the exercise of professional judgment, that giving access to such personal representative is reasonably likely to cause substantial harm to you or another person.

For these reviewable grounds, another licensed professional must review the decision of the provider denying access within 60 days. If we deny you access, we will explain why and what your rights are, including how to seek review.

If we grant access, we will tell you what, if anything, you have to do to get access. We reserve the right to charge a reasonable, cost-based fee for making copies.

- Request amendment/correction of your health information. We do not have to grant the request if the following conditions exist:
 - We did not create the record. If, as in the case of a consultation report from another provider, we did not create the record, we cannot know whether it is accurate or not. Thus, in such cases, you must seek amendment/correction from the party creating the record. If the party amends or corrects the record, we will put the corrected record into our records.
 - The records are not available to you as discussed immediately above.
 - The record is accurate and complete.

If we deny your request for amendment/correction, we will notify you why, how you can attach a statement of disagreement to your records (which we may rebut), and how you can complain. If we grant the request, we will make the correction and distribute the correction to those who need it and those whom you identify to us that you want to receive the corrected information.

- Obtain an accounting of nonroutine uses and disclosures, those other than for treatment, payment, and health care operations. We do not need to provide an accounting for the following disclosures:
 - To you for disclosures of protected health information to you.
 - For the facility directory or to persons involved in your care or for other notification purposes as provided in § 164.510 of the federal privacy regulations (uses and disclosures requiring an opportunity for the individual to agree or to object, including notification to family members, personal representatives, or other persons responsible for your care, of the your location, general condition, or death).
 - For national security or intelligence purposes under § 164.512(k)(2) of the federal privacy regulations (disclosures not requiring consent, authorization, or an opportunity to object).
 - To correctional institutions or law enforcement officials under § 164.512(k)(5) of the federal privacy regulations (disclosures not requiring consent, authorization, or an opportunity to object).
 - That occurred before April 14, 2003.

We must provide the accounting within 60 days. The accounting must include the following information:

- Date of each disclosure.
 - Name and address of the organization or person who received the protected health information.
 - Brief description of the information disclosed.
 - Brief statement of the purpose of the disclosure that reasonably informs you of the basis for the disclosure or, in lieu of such statement, a copy of your written authorization or a copy of the written request for disclosure.
- Revoke your consent or authorization to use or disclose health information except to the extent that we have taken action in reliance on the consent or authorization.
 - Submit a complaint to NFMC and to HHS if you believe your privacy rights have been violated. You may contact NFMC's Privacy Officer at (850) 385-4494 to file a complaint. NFMC will not retaliate against individuals for filing a complaint.
 - Disputes not resolved by the complaint procedure shall be resolved by binding arbitration in Tallahassee, Florida, under rules of The American Arbitration Association with each party to pay its own attorney fees.

Our Responsibilities under the Federal Privacy Standard

In addition to providing you your rights, as detailed above, the federal privacy standard requires us to take the following measures:

- Maintain the privacy of your health information, including implementing reasonable and appropriate physical, administrative, and technical safeguards to protect the information.
- Provide you this notice as to our legal duties and privacy practices with respect to individually identifiable health information that we collect and maintain about you.
- Abide by the terms of this notice.
- Train our personnel concerning privacy and confidentiality.

- Implement a sanction policy to discipline those who breach privacy/ confidentiality or our policies with regard thereto.
- Mitigate (lessen the harm of) any breach of privacy/confidentiality.

We will not use or disclose your health information without your consent or authorization, except as described in this notice or otherwise required by law.

How to Get More Information or to Report a Problem

If you have questions and/or would like additional information, you may contact Privacy Officer or the Chief Executive Officer at 850-385-4494.

Examples of Disclosures for Treatment, Payment, and Health Operations

- *If you give us consent, we will use your health information for treatment.*

Example: A physician, a physician's assistant, a therapist or a counselor, a nurse, or another member of your health care team will record information in your record to diagnose your condition and determine the best course of treatment for you. The primary caregiver will give treatment orders and document what he or she expects other members of the health care team to do to treat you. Those other members will then document the actions they took and their observations. In that way, the primary caregiver will know how you are responding to treatment. We will also provide your physician, other health care professionals, or a subsequent health care provider copies of your records to assist them in treating you once we are no longer treating you.

- *If you give us consent, we will use your health information for payment.*

Example: We may send a bill to you or to a third-party payer, such as a health insurer. The information on or accompanying the bill may include information that identifies you, your diagnosis, treatment received, and supplies used.

- *If you give us consent, we will use your health information for health operations.*

Example: Members of the medical staff, the risk or quality improvement manager, or members of the quality assurance team may use information in your health record to assess the care and outcomes in your cases and the competence of the caregivers. We will use this information in an effort to continually improve the quality and effectiveness of the health care and services that we provide.

- *Business associates:* We provide some services through contracts with business associates. Examples include certain diagnostic tests, a copy service to make copies of medical records, and the like. When we use these services, we may disclose your health information to the business associates so that they can perform the function(s) that we have contracted with them to do and bill you or your third-party payer for services provided. To protect your health information, however, we require the business associates to appropriately safeguard your information.

- *Directory:* Unless you notify us that you object, we will use your name, location in the facility, general condition, and religious affiliation for directory purposes. This information may be provided to members of the clergy and, except for religious affiliation, to other people who ask for you by name.

- *Notification:* We may use or disclose information to notify or assist in notifying a family member, a personal representative, or another person responsible for your care, your location, and general condition.

- *Communication with family:* Unless you object, health professionals, using their best judgment, may disclose to a family member, another relative, a close personal friend, or any other person that you identify health information relevant to that person's involvement in your care or payment related to your care.

- *Research:* We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

- *Funeral directors:* We may disclose health information to funeral directors consistent with applicable law to enable them to carry out their duties.
- *Marketing/continuity of care:* We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.
- *Fundraising:* We may contact you as a part of a fundraising effort. You have the right to request not to receive subsequent fundraising materials.
- *Food and Drug Administration (“FDA”):* We may disclose to the FDA health information relative to adverse effects/events with respect to food, drugs, supplements, product or product defects, or postmarketing surveillance information to enable product recalls, repairs, or replacement.
- *Workers compensation:* We 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.
- *Public health:* As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.
- *Correctional institution:* If you are an inmate of a correctional institution, we may disclose to the institution or agents thereof health information necessary for your health and the health and safety of other individuals.
- *Law enforcement:* We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.
- *Health oversight agencies and public health authorities:* If a member of our work force or a business associate believes in good faith that we have engaged in unlawful conduct or otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers, or the public, they may disclose your health information to health oversight agencies and/or public health authorities, such as the department of health.
- *The federal Department of Health and Human Services (“DHHS”):* Under the privacy standards, we must disclose your health information to DHHS as necessary to determine our compliance with those standards.

Effective date: April 14, 2003

Revised April 1, 2017

Lane M. Lunn, CEO
North Florida Medical Centers, Inc.

<p>WE RESERVE THE RIGHT TO CHANGE OUR PRACTICES AND TO MAKE THE NEW PROVISIONS EFFECTIVE FOR ALL INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION THAT WE MAINTAIN. IF WE CHANGE OUR INFORMATION PRACTICES, WE WILL POST THE NEW NOTICE IN THE MEDICAL CENTER.</p>
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