

## PATIENT REGISTRATION FORM

### **PATIENT INFORMATION: THIS SECTION REFERS TO THE PATIENT ONLY**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Sex:** M F **Marital Status:** Married Single Divorced Widowed **Preferred Language:** \_\_\_\_\_

**Race:** ☐ American Indian or Alaska native ☐ Asian ☐ Black or African American

☐ Native Hawaiian or other Pacific Islander ☐ White ☐ Unknown/Declined to answer

**Ethnicity:** ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Unknown/Declined to answer

Home phone: (\_\_\_\_\_) \_\_\_\_\_ cell phone: (\_\_\_\_\_) \_\_\_\_\_ work phone: (\_\_\_\_\_) \_\_\_\_\_

Best daytime number to reach you: ☐ home ☐ work ☐ cell Is it ok to leave a message at any of the numbers? ☐ Yes ☐ No

If no, please designate which ones, if any: \_\_\_\_\_

Primary Care Physician's Name (if applicable): \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Spouse's SS#: \_\_\_\_\_

### **RESPONSIBLE PARTY: THIS SECTION REFERS TO THE PERSON/PARTY WHO SHOULD RECEIVE THE BILL**

Relationship to Patient: ☐ Self (skip to next section) ☐ Parent ☐ Spouse ☐ Other (skip to next section) \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth date (mm/dd/yyyy): \_\_\_\_\_ Sex: ☐ Male ☐ Female

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_\_) \_\_\_\_\_

### **INSURANCE INFORMATION**

**Primary Insurance Coverage:** \_\_\_\_\_ Copay: \$ \_\_\_\_\_

Policy effective date: \_\_\_\_\_ Deductible: \$ \_\_\_\_\_ Met? ☐ Yes ☐ No If no, amount met: \$ \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_ Subscriber: \_\_\_\_\_

Subscriber's DOB: \_\_\_\_\_ Subscriber's SS #: \_\_\_\_\_

**Secondary Insurance Coverage:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_ Subscriber: \_\_\_\_\_

Subscriber's DOB: \_\_\_\_\_ Subscriber's SS #: \_\_\_\_\_

## Communication with Family Members and Friends Involved In Patient Care

This form documents my request to allow family members and/or friends to be involved in relevant verbal discussions regarding my health care. By signing this form, I permit Baptist Medical Group ("BMG") staff to discuss information about me with the people listed below. This information may include diagnoses, test results, treatments, and payment information, but shall be limited to only the information that, in the professional judgment of your provider, needs to be shared.

I understand that signing this form is voluntary and that I am not required to sign this form in order to receive health care.

I understand that information may be released to family members or others without this form, if allowed by federal and state law.

I understand that listing a person on this form does not give them the right to receive or copy my written medical records. It does not allow them to consent for health care services on my behalf.

I understand that my health care provider will discuss only the information that the person involved needs to know about my care or treatment.

I can update this form at any time by completing a new form and giving it to BMG staff.

I understand that BMG staff will verify the identity of the people below (if not known to the staff) prior to discussing this information.

I understand that this is not a Health Insurance Portability and Accountability Act (HIPAA) authorization form that would allow the people below to have access to my written Protected Health Information

Name	Phone Number	Relationship
Name	Phone Number	Relationship
Name	Phone Number	Relationship
Name	Phone Number	Relationship

Signature			
Print Name			
Date	___ / ___ / ____	Time	___ : ____

Relationship to Patient

- ☐ Self
- ☐ Legal Representative or Guardian (proof of power of attorney or legal guardianship required)



Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Today's Chief Complaint: \_\_\_\_\_ Referring Doctor: \_\_\_\_\_

### PATIENT MEDICAL HISTORY

Please **circle** any medical problem(s) you have had in the past or may currently have.

Medical Problem:	Date:	Medical Problem:	Date:	Medical Problem:	Date:
Breast Cancer		Low White Blood Cells		Heart Disease	
Colon Cancer		High White Blood Cells		Hypertension	
Head and Neck Cancer		Other Blood Disorder		Migraines	
Lung Cancer		Allergies		Obesity	
Ovarian Cancer		Asthma		Renal disease	
Prostate Cancer		Autoimmune disease		Seizure disorder	
Other Cancer:		Cardiovascular disease		Sickle cell	
Anemia		Coronary artery disease		Stroke	
Low Platelets		Depression		Thyroid Disorder	
High Platelets		Diabetes		Other:	

### PATIENT SOCIAL HISTORY

Please **circle** below and provide frequency of use:

Tobacco Usage (current or former): Yes No	What Type of Tobacco: Cigarettes Cigars Smokeless Tobacco	Start Date: Stop Date:
Packs/Amount per day:		
Alcohol Consumption: Yes No	Frequency: Daily Weekly Monthly	Amount per Frequency:

### PATIENT SURGICAL HISTORY

Please list any past surgeries you may have and provide the date beside it.

---



---



---

### MEDICATION HISTORY

Allergy	Severity (Minor, Moderate, Major)	Reaction
Please list <b>current medication(s)</b> or provide a list: _____		

### FAMILY MEDICAL HISTORY

Please **circle** any relevant family medical history. If circled, please write in onset age and relationship to patient.

	Onset Age & Relationship		Onset Age & Relationship		Onset Age & Relationship
Breast Cancer		Low White Blood Cells		Heart Disease	
Colon Cancer		High White Blood Cells		Hypertension	
Head and Neck Cancer		Other Blood Disorder		Migraines	
Lung Cancer		Allergies		Obesity	
Ovarian Cancer		Asthma		Renal disease	
Prostate Cancer		Autoimmune disease		Seizure disorder	
Other Cancer:		Cardiovascular disease		Sickle cell	
Anemia		Coronary artery disease		Stroke	
Low Platelets		Depression		Thyroid Disorder	
High Platelets		Diabetes		Other:	

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Patient Name: \_\_\_\_\_  
DOB: \_\_\_\_\_

#### Gastrointestinal

- ☐ Abdominal Pain
- ☐ Constipation
- ☐ Diarrhea
- ☐ Nausea
- ☐ Vomiting
- ☐ Black or Tarry Stool
- ☐ Change in Bowel Habits
- ☐ Difficulty Swallowing
- ☐ Heartburn
- ☐ Indigestion
- ☐ Mucous in Stool
- ☐ Stool Incontinence

#### Musculoskeletal

- ☐ Difficulty Swallowing
- ☐ Hoarseness
- ☐ Lesions
- ☐ Rash
- ☐ Throat Pain
- ☐ Coated Tongue/Mucous Membranes
- ☐ Dental Problems
- ☐ Sore Throat
- ☐ Voice Changes
- ☐ Dryness

#### Neurological

- ☐ Confusion/Memory Loss
- ☐ Dizziness
- ☐ Headache
- ☐ Numbness
- ☐ Weakness
- ☐ Change in Consciousness
- ☐ Unsteadiness
- ☐ Change in Speech
- ☐ Difficulty Speaking
- ☐ Difficulty with Ambulation
- ☐ Tingling
- ☐ Loss of Balance
- ☐ Seizures
- ☐ Unusual Sensation

#### Heme/Lymph

- ☐ Cough
- ☐ Difficulty Breathing
- ☐ Coughing Up Blood
- ☐ Pleuritic Chest Pain
- ☐ Wheezing
- ☐ Difficulty Breathing on Exertion
- ☐ Shortness of Breath at Rest
- ☐ Sputum Production

#### Genitourinary

- ☐ Painful/Difficult Urination
- ☐ Hematuria/Blood in Urine
- ☐ Sexual Dysfunction
- ☐ Urinary Frequency
- ☐ Urinary Hesitance
- ☐ Urinary Incontinence
- ☐ Change in Bladder Habits

#### Performance Level (please circle):

- 0 Fully active
- 1 Able to do light work, but not strenuous work/exercise
- 2 Up and about most of the day; able to care for self, but not work
- 3 In bed/chair most of the day; need help taking care of self
- 4 Need to be in bed/chair all the time; cannot take care of self

Patient Name: \_\_\_\_\_

DOB: \_\_\_\_\_

**(For Staff Use Only)**  
**Prescriptions needing refill**

**Drug Name**

**Refilled      Discontinued      Added**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# ADVANCE DIRECTIVES:

## Speak for Yourself

### *A Guide to Understanding Advance Directives and Living Wills*

This document was prepared to provide information in general terms on health care advance directives and to explain Baptist Health Care's policies and procedures governing advance directives. This is general information and not specific advice. You may want to consult your personal attorney, spiritual advisor, family and friends before completing any advance directive. Signing an advance directive is not a condition of admission or continued stay in this facility.

## A Patient's Right to Decide

Every competent adult has the right to make decisions concerning his or her own health, including the right to choose or refuse medical treatment.

When a person becomes unable to make decisions due to a physical or mental change, such as being in a coma or developing dementia (like Alzheimer's disease), they are considered incapacitated. To make sure that an incapacitated person's decisions about health care will still be respected, the Florida legislature enacted legislation pertinent to health care advance directive. The law requires the right of a competent adult to make an advance directive instructing his or her physician to provide, withhold, or withdraw life-prolonging procedures; to designate another individual to make treatment decisions if the person becomes unable to make his or her decisions; and/or to indicate the desire to make an anatomical donation after death.

By law, hospitals are required to provide their patients with written information, such as this pamphlet, concerning health care advance directives.

## Questions About Health Care Advance Directives

### What is an advance directive?

It is a written or oral statement about how you want medical decisions made should you not be able to make them yourself and/or it can express your wish to make anatomical donations after death. Some people make advance directives when they are diagnosed with a life-threatening illness. Others put their wishes into writing when they are healthy, often as part of their estate planning.

### Three types of advance directives are:

- A Living Will
- A Health Care Surrogate Designation
- An Anatomical Donation

You might want to choose one, two, or all three of these forms.

### What is a living will?

It is a written or oral statement of the kind of medical care you want or do not want if you become unable to make your own decisions. It is called a living will because it takes effect while you are still living. You may wish to speak to your health care provider or attorney to be certain you have completed the living will in a way that your wishes will be understood.

### What is a health care surrogate designation?

It is a document naming another person as your representative to make medical decisions for you if you are unable to make them yourself. You can include instructions about any treatment you want or do not want, similar to a living will. You can also designate an alternate surrogate.

### What is an anatomical donation?

It is a document that indicates your wish to donate, at death, all or part of your body. This can be an organ and tissue donation to persons in need, or a donation of your body for training of health care workers. You can indicate your choice to be an organ donor by designating it on your driver's license or state identification card (at your nearest driver's license office), signing a uniform donor form, or expressing your wish in a living will.

## Am I required to have an advance directive under Florida law?

No, there is no legal requirement to complete an advance directive. However, if you have not made an advance directive, decisions about your health care or an anatomical donation may be made for you by a court-appointed guardian, your spouse, your adult child, your parent, your adult sibling, an adult relative, or a close friend. The person making decisions for you may or may not be aware of your wishes. When you make an advance directive, and discuss it with the significant people in your life, it will better assure that your wishes will be carried out the way you want.

## Must an attorney prepare the advance directive?

No, the procedures are simple and do not require an attorney, though you may want to consult one.

However, an advance directive, whether it is a written document or an oral statement, needs to be witnessed by two individuals. At least one of the witnesses cannot be a spouse or a blood relative.

## Can I change my mind after I write an advance directive?

Yes, you may change or cancel an advance directive at any time. Any changes should be written, signed, and dated. However, you can also change an advance directive by oral statement; physical destruction of the signed advance directive; or by writing a new advance directive. If your driver's license or state ID card indicates you are an organ donor, but you no longer wish this designation, contact the nearest driver's license office to cancel the donor designation.

## What if I filled out an advance directive in another state and need treatment in Florida?

An advance directive that is properly completed in another state as described in that state's law can be honored in Florida.

## What should I do with my advance directive if I choose to have one?

- If you designate a health care surrogate be sure to ask them to agree to take this responsibility, discuss how you would like matters handled, and give them a copy of the document.

- Make sure your health care provider, attorney, spiritual advisor, and the significant persons in your life know that you have an advance directive and where it is located. You may also give them a copy.
- Keep a copy in a place where it can be easily located, such as a file of important papers. Some people keep original papers in a bank safety deposit box. If you do, you may want to keep copies at your house or information concerning the location of your safety deposit box.
- Keep a card or note in your purse or wallet that state you have an advance directive and where it is located.
- If you change your advance directive, make sure your health care provider, attorney and the significant persons in your life have the latest copy.

If you have questions about your advance directive you may want to discuss these with your health care provider, attorney, spiritual adviser, or the significant persons in your life.

## What are some other options?

### Durable Power of Attorney

As an alternative to a health care surrogate, or in addition to, you might want to designate a durable power of attorney. Through a written document you can name another person to act on your behalf. It is similar to a health care surrogate, but the person can be designated to perform a variety of activities (financial, legal, medical, etc.). You can consult an attorney for further information.

### Do Not Resuscitate Order

If you are terminally ill (or if you have a loved one who is in a persistent vegetative state) you may want to consider having a pre-hospital Do Not Resuscitate Order (DNRO). A DNRO identifies people who do not wish to be resuscitated from respiratory or cardiac arrest.

## Advance Directives in the Outpatient Setting

Unlike in an inpatient acute care hospital setting, outpatient clinics and procedural areas do not routinely perform high risk procedures. Therefore, unless your doctor specifically writes a Do Not Resuscitate Order, it is Baptist's policy that resuscitative or other stabilizing measures will be performed on you if any clinical deterioration occurs during your outpatient treatment, regardless of the contents of your advance directive or DNRO.

---

## Resources for more information and/or assistance

- Baptist Hospital's Care Management Department – 850.469.2096
- Gulf Breeze Hospital's Case Management Department – 850.934.2044
- Jay Hospital's Social Services Department – 850.675.8061
- <http://www.floridahealthfinder.gov>
- [projectgrace.org](http://projectgrace.org)
- Your personal attorney



## APPOINTMENT of HEALTHCARE SURROGATE and LIVING WILL

I, \_\_\_\_\_, want to choose how I will be treated by my healthcare  
PRINT NAME  
providers. If I am unable to communicate or make my healthcare decisions because of illness or injury, I want my healthcare providers, **healthcare surrogate (HCS)** and loved ones to follow this living will.

In the event that I am unable to communicate or make my medical decisions, my HCS may:

- Talk to my healthcare providers and have access to my medical information
- Authorize my treatment or have it withdrawn based on my choices
- Authorize transportation to another facility
- Make decisions regarding organ/tissue donation based on my choices
- Apply for public benefits, such as Medicare/Medicaid, on my behalf

### PART 1: CHOOSE A HEALTHCARE SURROGATE (HCS)

In the event that I am unable or unwilling to communicate or I am incapable of making my decisions about receiving, withholding or withdrawing medical procedures or other treatments, I designate my healthcare surrogate (HCS) to make choices for me according to his/her understanding of my choices and values.

#### My Appointed HCS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Alternate HCS (If my appointed HCS is unwilling, unable, or not reasonably available)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Email: \_\_\_\_\_

### HEALTHCARE SURROGATE AUTHORITY (HCS)

My HCS's authority becomes effective when my healthcare provider determines that I am unable to make my own healthcare decisions, unless I initial either or both of the following statements.

If I initial here \_\_\_\_\_ my HCS's authority to receive my health information takes effect immediately. (upon signing this document)

If I initial here \_\_\_\_\_ my HCS's authority to make healthcare decisions for me takes effect immediately. (upon signing this document)

While I am able to make my own decisions, my choices will determine the kind of medical treatment I will receive. My healthcare providers will clearly communicate with me about my treatment and any changes even if I allow my HCS to make decisions immediately.

## PART 2: INDICATE YOUR MEDICAL CHOICES

**I understand that this living will only becomes effective when I am:**

1. No longer able to communicate or when I am not capable of making my healthcare decisions known **AND**
2. Two physicians have determined that I have one of the following:
  - ⇒ A terminal or end-stage condition and there is little or no chance of recovery
  - ⇒ A condition of permanent and irreversible unconsciousness, such as a coma or vegetative state
  - ⇒ An irreversible and severe mental or physical illness, such as end-stage dementia, that prevents me from communicating with others, recognizing my loved ones or caring for myself in any way

If I develop one of these conditions, I want my healthcare providers and my HCS to follow the choices I have made in this living will.

<b>My specific choices if I have one of the above conditions</b>	<b>Circle Your Choice</b>	
Cardio-pulmonary resuscitation (CPR) if my heart and breathing stops	Yes I Want	No I Do Not Want
A breathing machine (ventilator) if I am unable to breathe on my own	Yes I Want	No I Do Not Want
Nutrition and fluids through tubes in my veins, nose or stomach	Yes I Want	No I Do Not Want
Kidney dialysis, a pacemaker or a defibrillator, or other such machines	Yes I Want	No I Do Not Want
Surgery or admission to a hospital Intensive Care Unit	Yes I Want	No I Do Not Want
Medications that can prolong my dying, such as antibiotics	Yes I Want	No I Do Not Want

**Place your initials by the statements below that are important to you.**

\_\_\_\_\_ I want my HCS and my healthcare providers to ensure my comfort and the management of my pain. I understand that the use of pain medications may cause side effects, such as drowsiness or confusion.

\_\_\_\_\_ I want palliative care provided to ensure my comfort.  
(Palliative care provides relief from the symptoms, pain and stresses of any serious illness. Palliative care can be provided along with curative treatment.)

\_\_\_\_\_ To ensure my comfort, I want hospice involved in my care at the earliest opportunity.  
(Hospice care focuses on comfort and quality of life rather than a cure.)

### PART 3: INDICATE GOALS OF CARE

**This page is optional, but highly recommended.**

Suppose there is a time when you are too sick or hurt to communicate. Your healthcare providers believe there is little chance you will recover the ability to know who you are or who you are with. What would be most important to you in this situation? (level of care, location of care, description of a good quality of life) \_\_\_\_\_

What cultural, spiritual, religious or personal beliefs do you have that you want your healthcare providers to know about? (customs, practices, meals, services, music) \_\_\_\_\_

**Please contact my religious/spiritual advisor to support me.**

Name: \_\_\_\_\_

Contact information: \_\_\_\_\_

I want my HCS, loved ones, and healthcare providers to know these things about me. What fears, worries or concerns do you have about serious illness or injury? \_\_\_\_\_



## PART 4: MAKE IT LEGAL

I fully understand the meaning of this Appointment of Healthcare Surrogate and Living Will. I am emotionally and mentally capable of signing this document. This document reflects my personal choices regarding medical care.

Signature \_\_\_\_\_ Printed name \_\_\_\_\_ Date \_\_\_\_\_

Witness 1: \_\_\_\_\_  
Print name \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_

Witness 2: \_\_\_\_\_  
Print name \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_

**\* Your healthcare surrogate(s) cannot serve as a witness to this living will.  
At least one witness must be someone other than your spouse or a blood relative.**

### Next Steps

- ☐ Discuss your living will with your healthcare provider(s).
- ☐ Communicate your choices to your HCS and alternate surrogate.
- ☐ Once your living will has been signed and witnessed, give copies to: your doctor(s), your HCS and alternate surrogate and your loved ones.
- ☐ Keep your original copy where it can be easily found.
- ☐ Review your living will on a regular basis. A living will can be changed at any time.

Copies of this document have been given to: \_\_\_\_\_

The state of Florida does **NOT** require notarization of living wills, however some states do. Please check your state's requirements. This space is being provided for those individuals who need notarization.

Signature: \_\_\_\_\_ County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me on \_\_\_\_\_ (date).

By: \_\_\_\_\_ Signature of Notary: \_\_\_\_\_

Seal of Notary: \_\_\_\_\_



5771 Roosevelt Blvd | Clearwater, FL 33760  
(727) 536-7364 | [EmpathChoicesforCare.org](http://EmpathChoicesforCare.org)

# 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.**

## Our Pledge Regarding Your Medical Information

Your privacy is important to us. The law requires us to maintain the privacy of your medical information and to tell you our duties and practices regarding your medical information. The law requires us to follow the terms of our current Notice. We reserve the right to make changes to this Notice, which may include new privacy provisions about the medical information that we already have about you as well as any information we receive in the future. If we make any changes, we will give you a copy of the new Notice the next time you visit us. The latest version of this Notice can always be found on our website at [www.ebaptisthealthcare.org](http://www.ebaptisthealthcare.org). In addition, you may request a copy of the Notice currently in effect.

We are providing this Notice so that you understand:

- Who will follow this Notice
- How we may use and share your medical information
- Your rights concerning your medical information
- How to file a complaint about your privacy

## Who Will Follow This Notice:

This notice applies to all Baptist Health Care providers providing health care to the public at all of its delivery sites including, but not limited to:

- Andrews Institute Rehabilitation
- Baptist Hospital
- Baptist Medical Group
- Baptist Medical Park – Nine Mile
- Baptist Medical Park – Navarre
- Baptist Medical Park Surgery Center
- Baptist Occupational Health
- All health care professionals, employees, medical staff, trainees, students and volunteers of Baptist Health Care
- Baptist Physician Group
- Baptist Physician Associates
- Baptist Urgent Care
- Cardiology Consultants
- Gulf Breeze Hospital
- Jay Hospital
- The Towers Pharmacy

This Notice does not include Lakeview Center, Inc., or those physicians who are not employed by Baptist Health Care. Those providers should provide you a separate Notice that explains how they will collect, use and disclose your medical information.

## How We May Use and Share Your Medical Information:

- **Treatment Purposes:** We may share your information with those who are caring for you. For example, if you come in with a broken arm, we will give your x-rays to your doctor. If you need medication, the doctor may share your information with your pharmacist.
- **Payment Purposes:** We may share your medical information with the person or company paying for your care. For example, if you come to us with a broken arm, we will tell your insurance company why you came in and what we did for you.
- **Health Care Operations:** We may use your medical information to improve the way we provide care to you and others. For example, we may share your medical information to teach others.
- **Health Information Exchange:** We may share your medical information with other health care providers for treatment, payment and health care operations as permitted by law through an approved Health Information Exchange (HIE). Exchange of medical information

- This request must be made in writing and tell us how you would like to be contacted.
- We will agree to reasonable requests.
- **Right To Amend:**
  - You ask us to change your medical information. For example, you can ask us to correct errors such as your date of birth.
  - This request must be made in writing to the appropriate office listed at the end of this Notice with an explanation as to why the amendment is being requested.
  - The law does not require us to agree to your request. If we deny your request, we will notify you in writing, including the reasons for the denial.
  - If we deny your request to change your medical information you can appeal our decision. Your appeal must be made in writing.

## Right To An Accounting:

- You can ask us to give you a list of disclosures we have made of your medical information within the six years prior to your request.
- This list will not include every disclosure made including those disclosures made for treatment, payment and healthcare operations purposes.
- This also does not include information shared at your request.
- This request must be made in writing to the appropriate office listed at the end of this Notice.
- If you request more than one accounting in a twelve-month period, we may charge you a fee.

## Right To Be Notified In The Event Of A Breach:

- We will notify you if your medical information has been used or disclosed in a way that is not consistent with law and results in your medical information being compromised.
- **Right To A Paper Copy Of This Notice:** If asked, we will give you a paper copy of this Notice.

## Other Use Of Your Medical Information Without Your Authorization:

- We will not share your medical information except in the ways indicated in this Notice unless you give us your written authorization to do so.
- Most uses and disclosures of psychotherapy notes and uses and disclosures for marketing purposes fall within this category and require your authorization.
- With certain limited exceptions, we are not allowed to sell or receive anything of value in exchange for your medical information without your written authorization.
- If you provide us authorization to use or disclose medical information about you, you may revoke (withdraw) that authorization, in writing, at any time. However, uses and disclosures made before your withdrawal are not affected by your action and we cannot take back any disclosures we may have already made with your authorization.

## Questions or Complaints

We ask that you please give us the opportunity to resolve any issues you have concerning your privacy. If you feel that we have violated your privacy, you may file a written complaint with the Baptist Health Care Privacy Officer at the address below. If you prefer, we will be happy to assist you in completing a written complaint. **There will be no retaliation against you for filing a complaint.** For further information or assistance, you may contact us at:

Privacy Officer  
Baptist Health Care Corporation  
Governance, Risk & Compliance (GRC)  
1717 North E Street, Suite 409, Pensacola, FL 32501  
850.434.4472



You also have the right to file a complaint with the Secretary of the U.S. Department of Health and Human Services but we ask that you first allow us the opportunity to correct any issues you may have concerning your privacy.

can provide faster access, better coordination of care and assist providers and public health officials in making more informed treatment decisions.

- **Appointment Reminders:** We may contact you to remind you about your appointment. Please tell us if you do not want your information used in this way.
- **Sign-in Sheets:** We may use sign-in sheets in our offices and call your name when the doctor is ready to see you.
- **Treatment Choices and Health Promotions:** We may send you information about different ways to treat you and about other health benefits or services that you may want to know about.
- **Fundraising:** We may contact you to provide information about BHC sponsored activities, including fundraising programs and events to support research, education or patient care at BHC. For this purpose, we may use your contact information, such as your name, address and phone number, the dates on which and the department from which you received services, your treating physician's name, your treatment outcome, and your health insurance status. The communication you receive will have instructions on how you may ask us not to contact you again for such purposes, also known as an "opt-out".
- **Research:** We may share your information for research. The law requires us to take extra steps to protect your privacy and tell why we will be using your information.
- **Hospital Directory:** We may use your information in our directory. Our directory has your name, religion, room number and how you are doing. If someone asks for you by name we will tell them your room number and how you are doing. We may allow members of the clergy to see our directory even if they do not ask for you by name. Please tell us if you do not want to be listed in our directory.
- **People Involved In Your Care:** We may share your medical information with a family member or a friend who is involved in your care. We may also share your information with a person or company who is helping pay your bill. Please tell us if you do not want your information shared in this way.
- **Disaster Relief:** If there is a disaster such as a hurricane, plane crash or tornado we may use your medical information to notify your family. We may also release information to an agency such as the Red Cross. Please tell us if you do not want your information shared in this way.
- **Satisfaction Surveys:** We may use your information to contact you requesting feedback on the services provided to you by BHC. Your answers will help us provide better care to our patients and the community we serve.
- **Special Programs:** If you sign-up for one of our programs such as Golden Care, we may share your health information with our volunteers and others so they can check on you while you are in our care.
- **Security Cameras:** To increase the level of security in our facilities, we sometimes use security cameras and recorders in public areas such as hallways and parking lots. We do not use these devices in any private areas such as patient or exam rooms unless doing so is part of the treatment we provide

## How We May Share Your Medical Information Without Your Permission:

- **As Required By Law:** An example is the mandatory reporting of positive cancer tests to State agencies.
- **To stop a serious threat to someone's health or safety:** We may only share this information with someone who can stop the threat.
- **For Public Health:** We may share your medical information with a public health agency such as the Centers for Disease Control.
- **Law Enforcement:** In some situations we may share your medical information with law enforcement. If we believe you are a victim of abuse or some other crime we may tell the police. We may also tell the police if you commit a crime at our facility.
- **State and Federal Review:** We may share your medical information when being reviewed. For example we may share your information with Medicare or Medicaid when they are reviewing the way we provide care.

- **Legal Proceedings:** We may share your medical information when responding to proper requests in legal proceedings.
- **Children:** In some cases we may not share your child's medical information with you. For example, there are times when your child can seek care without your permission.
- **Organ Donation:** If you are an organ donor we may share your medical information when appropriate.
- **In Case of Death:** We may share your medical information with a medical examiner or funeral director.
- **Military and Veterans:** If you are in the military or a veteran, we may share your medical information when required by law.
- **National Security:** We may share your medical information when required by law for national security purposes.
- **Protection of the President and others:** We may share your medical information when required by law for protection services of the President and other important leaders.
- **Department of State:** We may share your medical information when required for security clearances and physicals of State Department personnel and their dependents.
- **Inmates:** If you are a prisoner or in police custody, we may share your medical information when required by law.
- **Work Injuries:** If you are getting care because you were hurt at work we may share your medical information with your employer and others as required by Workers' Compensation laws.

## Health Information With Additional Protections

Certain types of medical information may have additional protection under federal or state law, for example, if you are receiving behavioral health services from us, your name will not be listed in our Hospital Directory and will not be shared for fundraising purposes. Also, federally assisted alcohol and drug abuse programs are subject to special restrictions on the use and disclosure of related treatment information

## Your Rights Concerning Your Medical Information:

- **Right To Request Restrictions:**
  - You can ask us not to share your medical information for treatment, payment and health care operations. Usually, we will not agree to this request because it would make it difficult for us to care for you.
  - You can ask us not to share your medical information with family or friends who are involved in your care.
  - If you want to make any of these requests you must do so in writing. The law does not require us to agree to your request.
  - If you need emergency treatment we may share your medical information even if you have asked us not to.
  - As of September 23, 2013, if you request that we not disclose certain medical information to your health insurer and that medical information relates to a health care product or service for which we have received payment from you in full, then we must agree to that request.
- **Right To See And Get A Copy:**
  - You have the right to see and get a copy of your medical information for as long as we have it.
  - We may charge a fee for giving you a copy.
  - Sometimes the law does not allow us to let you see your medical information. If this happens, you can appeal our decision. Your appeal must be made in writing.
- **Right To Request Confidential Communications:**
  - You can ask us to contact you in certain ways. For example, you can ask that we not send your bills or appointment reminders to your home address or call you at your work number.