

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
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***Policy Statement***

The resident has a right to object to the use, disclosure, or release of information continued in Bethany Life Communities' directory, health information released to family members, close friends, clergy, government agencies or disaster relief organizations.

***Policy Interpretation and Implementation***

1. Resident information may only be included on Bethany Life Communities' directory if:
  - a. The resident is informed prior to or upon admission of the policies regarding information contained in the directory;
  - b. Residents have the opportunity to opt out of the directory listing or to restrict some or all of the uses and disclosures that can be included in the directory; and
  - c. The resident does not object to being included in the directory.
2. Unless the resident objects, the following information will be provided to persons who inquire about the resident by name:
  - a. The resident's general condition in terms that do not communicate specific medical information about the resident (e.g., fair, stable, critical, etc.); and
  - b. The room location of the resident.
3. Unless the resident objects, the following information may be released to clergy, even if the clergy does not inquire about the resident by name:
  - a. The resident's name;
  - b. The general condition of the resident in terms that do not communicate specific medical information about the resident;
  - c. The room location of the resident; and
  - d. The resident's religious affiliation, if known.
4. Unless the resident objects, the resident may be included by name in prayers at chapel services should the resident's condition become serious or if the resident is hospitalized.
5. Bethany Life Communities may disclose to a person involved in the resident's current health care (e.g., family member, other relative, close personal friend, or any other person identified by the resident) protected health information directly related to the person's involvement in the current health care of the resident or payment related to the resident's health care.
6. Personal health information may be disclosed to notify or assist in notification of family members, personal representatives, or other persons responsible for the resident's care with respect to the resident's location, condition, or death.
7. Only minimum information necessary will be disclosed when obtaining an oral agreement is not practical to disclose protected health information to the next of kin, relatives, or those with a close personal relationship to the resident. Disclosures will be made consistent with good health professional practice and ethics.

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8. Bethany Life Communities notice and the resident's right to opt out or restrictions of disclosure of information may be oral or written.
9. Insofar as practical, Bethany Life Communities will obtain an oral agreement with residents prior to the release of information as outlined in this policy. A notation of such agreement will be entered into the resident's medical record.