

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>Restrictions on Use or Disclosure of PHI (HIPAA Privacy)</i>	Page 1 of 1	

Policy Statement

Residents have the right to request restrictions on use and disclosures of protected health information relative to treatment, payment, or health care operations.

Policy interpretation and Implementation

1. Upon receipt of a resident's request that a restriction be placed on the use or disclosure of protected health information, the HIPAA Compliance Officer will:
 - a. Determine the reasonability of the request based on the administrative capacity of Bethany Life Communities to comply with such request;
 - b. Identify the means and location in which the resident wishes the information to be communicated; and
 - c. Notify the resident whether or not Bethany Life Communities agrees to the restriction within sixty (60) days of the date of such request unless an extension is necessary. Such extension will not exceed thirty (30) days.
2. Should Bethany Life Communities agree to the restriction, Bethany Life Communities and its business associates will honor such request except when:
 - a. The restriction is terminated by Bethany Life Communities or the resident; and/or
 - b. There is an emergency treatment situation.
3. When emergency treatment is necessary, the provider of the treatment may not use or disclose protected health information on which a restriction has been placed.
4. Bethany Life Communities may terminate a restriction:
 - a. When the resident requests the termination; and/or
 - b. When Bethany Life Communities informs the resident of the termination.
5. Termination notices must be in writing and must indicate the date such termination is to become effective and the reason(s) for such termination. A copy of the termination notice must be filed in the resident's medical record.
6. A request for restriction of use or disclosure of information must be submitted in writing to the HIPAA Compliance Officer. Such requests must specify the type of information to be included in the restriction and to whom the restriction applies.
7. The request form will be filed in the resident's medical record for a period of six (6) years from the date it was created or the date it was last in effect, whichever is later.
8. Inquiries concerning the restriction of use or disclosure of protected health information should be referred to the HIPAA Compliance Officer.