



THE
THRO COMPANY

PRIVACY NOTICE

Effective February 18, 2009

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.

PRIVACY POLICIES (HIPAA) :

It is the practice of The Thro Company to protect the resident's health care information and the privacy and confidentiality about treatment, diagnosis and services, as required by law. These rights are part of, and included in the resident's bill of rights, resident care policies and protected in certain business associate contracts.

This notice shall explain how this information is protected. Disclosure of information about your healthcare needs and maintenance of such information after discharge shall take place only as allowed by law and the terms of this Privacy Notice shall be abided by. Special provisions are outlined in this Notice regarding emergency situations.

The Thro Company reserves the right to make changes to this Notice and if changes are made new Notices will be given to covered individuals. Complaints concerning application of the terms of this Notice may be made in writing to the Privacy Officer identified by the business office of the facility listed below or the Secretary of the Department of Health and Human Services. There shall be no retaliation for such complaints.

INFORMATION COLLECTED:

As required by law, we will collect information regarding the long-term care consultation and screening to assure that options for care and treatment are appropriate.

In order to meet your healthcare needs and provide therapeutic treatment, we collect certain information about you from the referring agencies. The information collected includes the following: name, address, social security number, diagnosis, and other health and financial information. You agree to our collection of this information based upon a need for skilled nursing services.

Professional nursing and social service staff shall collect specific healthcare information from the referring agency in order to determine appropriate placement. Upon receipt of that information and a determination to admit, further healthcare information will be collected in order to provide quality care and meet the specific needs of your medical diagnosis. Information from other outside sources related to your diagnosis and healthcare needs will also be collected.

Financial information for the purpose of payment shall be collected from government agencies, the referring agency, private insurance companies and your own disclosure of financial status. This information shall be used to facilitate billing procedures within The Thro Company.

Information may be collected on past social, psychological and emotional concerns.

To the extent provided by law, you have the right to access, copy, amend and correct any information we have collected about you. You are also entitled to certain information regarding disclosures we may have made. You have a right to grant or restrict access to your personal healthcare information and to revoke such authorization. The Thro Company is not required to agree to requested restrictions. Policies exist to exercise these rights, and for The Thro Company to terminate these rights of accuracy.

To implement these rights, you must provide a written request to the Privacy Officer.

We may disclose any of the collected information to regulatory agencies and others who require this information under the law. Your name and location within the facility shall be released by way of a directory and a room nameplate unless you indicate otherwise.

Federally mandated resident assessment instruments shall be developed according to law. A comprehensive resident care plan individualized to meet your needs shall be developed. This information is the bases upon which treatment and services shall be provided. This plan shall include identified questions regarding your healthcare status. An ongoing process and review of this information has been established by policy. You have the right to access this information by directing a written notice to your Privacy Officer.

You and members of your family that you have selected shall be invited to attend your healthcare conference in order to establish treatment plans and goals. Attendees of this conference include but are not limited to; nursing management, directors of dietary, therapeutic recreation, social service and rehabilitation therapists.

Electronic submission, use of facsimiles and other forms of electronic data shall be used as allowed by law or for providing treatment and /or receiving payment. These modes of communication are considered confidential and intended only for the use of the individual or the entity to which they are submitted.

SECURITY OF YOUR INFORMATION:

The Thro Company has internal policies regarding healthcare information of each resident. Safeguards that comply with state and federal regulations that protect your personal healthcare information will be maintained. Initial and ongoing training is given to all staff regarding resident confidentiality and securing of healthcare information. The staff that has access to your information is required by professional standards of practice to protect it and keep it confidential. In order to enable us to provide treatment and rehabilitation that will ultimately bring you to the highest practicable level of function and daily living, individuals within the organization that need access to your healthcare information for proper decision making shall have it. You have the right to authorize uses and disclosures of your healthcare information. Staff are trained to follow policies regarding these rights.

Any information recorded by a mental health professional related to psychotherapy shall be maintained in a separate section of the resident medical record and shall be given only to those parties that require it for proper treatment.

Information on financial status and billing information will be shared with The Thro Company Corporate Office to facilitate proper billing. Specific case mix levels and codes related to your diagnosis and care needs will be shared for billing accuracy.

INFORMATION SHARED OUTSIDE OF OUR ORGANIZATION:

We do not disclose information about you to other agencies or entities except as permitted or required by law. For example; we are required to give healthcare records to the Minnesota Department of Health upon their annual survey. We are also required to provide other healthcare organizations, such as clinics, information that will assist them in providing you proper treatment. We are also required to provide information to:

- The Department of Human Services for the purpose of establishing a rate of payment.
- The Medicare intermediary to establish coverage for services.
- The pharmacy in order to access proper medications.
- Contracted therapy to establish a rehabilitation plan, if necessary.
- Your medical practitioner, the facility Medical Director and other ancillary healthcare providers such as an audiologist, podiatrist, dentist and the like.
- Occupational health agency to facilitate workers compensation claim.
- The Minnesota Department of Health, the Division of Survey and Compliance, Office of Health Facility Complaints, epidemiology, Quality Assurance and Review, law enforcement agencies and the county Vulnerable Adult Agency.
- Minnesota Ombudsman.
- Insurance companies to process transactions and administer your claims.
- Spiritual director or clergy regarding religious denomination.
- Upon an emergency, information will be shared with physicians and hospitals in order to provide emergency treatment.
- Public health authorities.

The method of required disclosure outside of established policies will be with your consent or as a result of subpoenas by the court system.

Students who are participating in clinical practices shall receive information on residents to whom they have been assigned. Educational institutions that have entered into a contract with The Thro Company shall abide by privacy and confidentiality policies.

AFFILIATES OF THE THRO COMPANY:

This notice describes the policy of gathering and disclosing healthcare information of the following Thro Company affiliates;

<u>Affiliate</u>	<u>Phone</u>
• Hillcrest Health Care Center	507-387-3491
• Crystal Seasons Living Community	507-726-2266
• Laurels Edge Assisted Living	507-387-2133
• Mala Strana Assisted Living	952-758-2511
• Mala Strana Health Care Center	952-758-2511
• Laurels Peak Rehabilitation Center	507-345-4631
• Oaklawn Health Care Center	507-388-2913

Our affiliates are the family of healthcare entities that we reserve the right to disclose resident healthcare information to as necessary.

NON AFFILIATED WITH THE THRO COMPANY:

Business associates are separated into two categories:

1. Those that require specific healthcare information in order to provide treatment to residents. Examples are available upon request.
2. Those that do not require specific information, but with whom we have an agreement to provide products, equipment or certain programs.

Agreements are established with business associates and when required include provisions and policies on the protection of resident's healthcare information.

The Thro Company shall make a good faith effort to obtain your written permission and consent for any information disclosed to others. We further agree to maintain a list of requests and disclosures and content of information to others. You have a right to refuse this disclosure and to review information disclosed to others at any time upon a written request.

You have a right to your own healthcare information upon written request. Informed consent forms shall be provided for healthcare treatment. In the event of memory loss of time, place or person, or diagnosis of dementia, information about your healthcare treatment shall be disclosed to your responsible party only as identified in The Thro Company Admission Agreement.

If agreement of necessary healthcare information cannot be obtained, the nurse in her professional judgment shall determine if disclosure is in the best interest of each resident and how much shall be disclosed. The nature and extent of this information shall be relevant to the staff member's role and responsibility within the organization.

The Thro Company and its affiliates have a policy of orientation and ongoing education regarding resident rights of privacy and confidentiality. This training includes specific information on the development, maintenance, release and destruction of all healthcare information.