



## NOTICE OF PRIVACY PRACTICES

Original Effective Date: April 1, 2003  
Effective Date of Last Revision: March 1, 2010

**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.**

If you have any questions about this Notice, please contact the Privacy Officer for Hill-Rom at (812) 931-2246 or at [Privacy\\_Officer@hill-rom.com](mailto:Privacy_Officer@hill-rom.com).

### WHO WILL FOLLOW THIS NOTICE?

This notice describes Hill-Rom's practices regarding the use of your Protected Health Information, specifically including:

- Any Hill-Rom employee or representative authorized to use information about you
- All subsidiaries (including Advanced Respiratory, Inc.), departments and units of Hill-Rom

"Protected Health Information" ("PHI") is medical information about you, including demographic information, that may identify you and that relates to your past, present, or future physical or mental health or condition and related health services. We are required by law to maintain the privacy of your PHI and to provide you with a notice of our legal duties and privacy practices with respect to your PHI. We are also required to abide by the terms of this Notice as currently in effect. We reserve the right to revise, amend, interpret and administer our privacy practices and this Notice.

All Hill-Rom entities, sites and locations follow the terms of this Notice. In addition, Hill-Rom entities, sites and locations may share medical information with each other for the treatment, payment or Hill-Rom operations purposes described in this notice.

This notice also covers our third party "business associates" who perform various activities for Hill-Rom to provide treatment and services to you. Before we disclose any of your PHI to one of our business associates, we will enter into a written contract with them that contains terms to protect the privacy of your PHI.

### OUR PLEDGE REGARDING YOUR PROTECTED HEALTH INFORMATION

We understand that your Protected Health Information is personal. We are committed to protecting your PHI. We create a record of the products and services you receive from Hill-Rom. We need this record to provide you with quality care and to comply with certain legal

requirements. This Notice applies to all of the records of products and services provided to you by Hill-Rom. Your other health care providers may have different policies or notices regarding their use and disclosure of your medical information created by them.

This Notice sets forth different reasons for which we may use and disclose your PHI. The Notice does not list every possible use and disclosure; however, all the reasons for which we are permitted to use and disclose your PHI are listed. We will limit our uses and disclosures to the minimum amount of PHI necessary to achieve the intended purpose of the use or disclosure to the extent required by law.

## **HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION**

The following categories describe different ways that we use and disclose your protected health information. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

- For Treatment. We may use your PHI to provide you with medical treatment or services. We may disclose your PHI to doctors, nurses, home health agencies, hospital discharge planners, case managers and other medical and medical equipment providers who are involved in taking care of you. For example, a home health agency or hospital discharge planner responsible for your care may share PHI with us if the agency or planner believes that you have or are at risk for pressure ulcers (bed sores). Or, your physician or another medical service provider may share PHI with us if the physician or provider believes you may benefit from use of The Vest (C) Airway Clearance System.

We in turn may share that information with case managers, physicians and other medical equipment providers so that the product most appropriate for your condition may be provided. We may also share information with physicians and other medical providers who are responsible for oversight of your treatment. Different departments within Hill-Rom also may share your PHI in order to coordinate the products and services you may need. We also may disclose your PHI to people outside Hill-Rom who may be involved in your medical care such as family members, clergy or others who are part of your care.

- For Payment. We may use and disclose your PHI so that the treatment and services you receive from Hill-Rom may be billed to and payment may be collected from you, a hospital, a nursing home, Medicaid, Medicare, an insurance company or another third party. For example, we may need to give Medicare, Medicaid or an insurance company information about your medical condition so it will pay us or reimburse you. We may also use and disclose your PHI to

determine eligibility and/or obtain prior approval or to determine whether Medicare, Medicaid or your insurance company will cover the service or product.

- For Health Care Operations. We may use and disclose your PHI for Hill-Rom's operations. These uses and disclosures are necessary to run our business and make sure that all of our patients receive quality care. For example, we may use PHI to review our treatment and services and to evaluate the performance of our employees in providing service to you. We may also combine the PHI of many Hill-Rom patients to decide what additional services or products we should offer, what services or products are not needed, and whether certain new services or products are effective. We may also disclose information to doctors, nurses, technicians, medical students, and other health care providers for review and learning purposes. We may remove information that identifies you from this set of medical information so others may use it to study health care and health care delivery without learning who the specific patients are.

- Treatment Alternatives. We may use and disclose your PHI to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

- Health-Related Benefits and Services. We may use and disclose your PHI to tell you about health-related benefits or services that may be of interest to you.

- Individuals Involved in Your Care or Payment for Your Care. We may release your PHI to a friend or family member who is involved in your medical care. We may also disclose PHI to someone who helps pay for your care. We may also tell your family or friends your condition. In addition, we may disclose your PHI to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location.

- Research. Under certain circumstances, we may use and disclose your PHI for research purposes. For example, a research project may involve comparing the health and recovery of all patients who received one product or service to those who received another, for the same condition. All research projects, however, are subject to a special approval process. This process evaluates a proposed research project and its use of PHI, trying to balance the research needs with patients' need for privacy of their medical information. Before we use or disclose PHI for research, the project will have been approved through this research approval process, but we may, however, disclose your PHI to people preparing to conduct a research project for example, to help them look for patients with specific medical needs, so long as the PHI they review does not leave Hill-Rom. It is our practice to ask for your specific permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care.

- As Required By Law. We may disclose your PHI when required or permitted to do so by federal, state or local law, to the extent that such disclosure is limited to the relevant requirements of such law.
- To Avert a Serious Threat to Health or Safety. We may use and disclose your PHI when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

### SPECIAL SITUATIONS

- Military and Veterans. If you are a member of the armed forces, we may release your PHI as required by military command authorities. We may also release PHI about foreign military personnel to the appropriate foreign military authority.
- Workers' Compensation. We may release your PHI for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.
- Public Health Risks. We may disclose your PHI for public health activities. These activities generally include the following:
  - To prevent or control disease, injury or disability;
  - To report births and deaths;
  - To report child abuse or neglect;
  - To report reactions to medications or problems with products;
  - To notify people of recalls of products they may be using
  - To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
  - To notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.
- Health Oversight Activities. We may disclose PHI to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.
- Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, we may your PHI in response to a court or administrative order. We may also disclose your PHI in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute. It is our practice to make reasonable efforts to tell you about the request and/or to obtain an order protecting the information requested as confidential.

- Law Enforcement. We may release PHI if asked to do so by a law enforcement official:
  - In response to a court order, subpoena, warrant, summons, or similar process;
  - To identify or locate a suspect, fugitive, material witness, or missing person;
  - About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
  - About a death we believe may be the result of criminal conduct;
  - About criminal conduct at Hill-Rom; and
  - In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.
- Coroners, Medical Examiners and Funeral Directors. We may release PHI to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release PHI of patients to funeral directors as necessary to carry out their duties.
- National Security and Intelligence Activities. We may release your PHI to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.
- Protective Service for the President and Others. We may disclose your PHI to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state, or conduct special investigations.
- Inmates. If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release your PHI to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

## **OTHER USES AND DISCLOSURES OF YOUR MEDICAL INFORMATION**

Uses and disclosures of your PHI other than as described above will be made by us only with your written authorization. Your written authorization may be revoked at any time so long as you revoke your authorization in writing. We will honor your revocation except if we have taken action in reliance on your authorization, or your authorization was obtained as a condition of obtaining insurance coverage and other law provides the insurer with the right to contest a claim under the policy or to contest the policy itself.

**YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU**

You have the following rights regarding medical information we maintain about you:

- **Right to Inspect and Copy.** You have the right to inspect and copy your PHI kept in a designated record set that may be used to make decisions about your care. Usually, this includes medical and billing records.

Effective February 17, 2010, if Hill-Rom uses or maintains an electronic health record with respect to your PHI, you may have a right to obtain a copy of such information in an electronic format. If you have the right to the record in the electronic format, if you so choose, you may direct Hill-Rom to transmit that copy directly to another entity or person.

To inspect and copy your PHI in a designated record set, you must submit your request in writing to the Privacy Officer. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances and will advise you in writing of the reason for such denial. If you are denied access to your PHI in a designated record set, you may request that the denial be reviewed. A licensed health care professional chosen by us will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

- **Right to Amend.** If you feel that your PHI is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for us.

To request an amendment, your request must be made in writing and submitted to the Privacy Officer. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend PHI that:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the PHI kept by or for us;
- Is not part of the PHI which you would be permitted to inspect and copy; or
- Is accurate and complete.

- **Right to an Accounting of Disclosures.** You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of your PHI for certain purposes. You do not have the right to an accounting of disclosures which: Hill-Rom has made to you, are

disclosures made outside of a Hill-Rom electronic health record to carry out treatment, payment and health care operations, are disclosures permitted or required by law or are disclosures made pursuant to your written authorization.

Beginning January 1, 2011, you have the right to request an accounting of disclosures of your PHI through an electronic health record made or acquired by Hill-Rom after January 1, 2009 to carry out Hill-Rom's treatment or payment activities or health care operations within the past three years from the date of your request. For electronic health records made or acquired earlier than that, your right to request an accounting does not commence until January 1, 2014.

To request this list or accounting of disclosures, you must submit your request in writing to the Privacy Officer. Your request must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a 12-month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the estimated costs involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions. You have the right to request a restriction or limitation on your PHI we use or disclose about you for treatment payment or health care operations. You also have the right to request a limit on the PHI we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery you had.

*We are not required to agree to your request, except if your requested restriction is to prevent disclosure of PHI to a health plan for purposes of carrying out payment or health care operations (and not for treatment) and the PHI pertains solely to a health care item or service for which you have already paid a health care provider out-of-pocket in full. If we do agree to your request, we will comply with your request unless the information is needed to provide you emergency treatment.*

To request restrictions, you must make your request in writing to the Privacy Officer. In your request you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply, for example, disclosures to your spouse.

• Right to Request Confidential Communications. You have the right to request that we communicate with you about your personal health matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

To request confidential communications, you must make your request in writing to the Privacy Officer. We will not ask you the reason for your request. We will attempt to accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.



## NOTICE OF PRIVACY PRACTICES

- Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

You may obtain a copy of this notice at our website, [www.hill-rom.com](http://www.hill-rom.com).

To obtain a paper copy of this notice, contact the Privacy Officer.

### CHANGES TO THIS NOTICE

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for PHI we already have about you as well as any PHI we receive in the future. We will post a copy of the current notice on our Web site. The notice will contain on the first page, in the top right-hand corner, the effective date.

### COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with Hill-Rom or with the Secretary of the Department of Health and Human Services. To file a complaint with Hill-Rom, direct your correspondence to the Privacy Officer, 1069 State Route 46 East, Batesville, IN 47006. All complaints must be submitted in writing. General inquiries in this regard may be directed to the Privacy Officer at (812) 931-2246.

**You will not be penalized for filing a complaint.**