



APPLICATION FOR VOLUNTEER SERVICE

Application Date _____

Community Location: (Please check where you wish to volunteer)

- ☐ **The Cottages at The Glen** ☐ **Village Health Care at the Glen** ☐ **Redbrook at The Glen**
☐ **Stiles Apartments at The Glen** ☐ **The Village General Store**

Birthday _____ Month _____ Day _____

Check One (✓) ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

Name _____

Address _____ City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Cell _____ E-Mail _____

Spouse's name (if applicable) _____ Referred by _____

Church Affiliation (if applicable) _____

Let us know your special interest/skills. (A wide-range of volunteer activities is available).

Previous volunteer experience _____

In case of illness or an emergency while you are volunteering, whom should we call?

Name _____ Address _____ Telephone _____

Relationship _____ Cell _____

Alternate Choice:

Name _____ Address _____ Telephone _____

Relationship _____ Cell _____

Doctor _____ Telephone _____ Hospital Preference _____

Additional Comments (if applicable) _____

If a family member is a resident of a Glen community, please check (✓) the appropriate choice.

Resident's Name _____

- ☐ The Cottages at The Glen ☐ Village Health Care at the Glen ☐ Stiles Apartments ☐ Redbrook

ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY POLICY

I have received a copy, read and understand "HIPAA: Privacy Compliance" information sheet and agree to abide by the policies of The Glen Retirement System regarding the use and disclosure of private health information.

Signature _____

Date _____

I give The Glen permission to post my photo/video on their social media channels, on their website and in any other promotional use that may be viewable by the general public. Signature _____

HIPAA: PRIVACY COMPLIANCE

The HIPAA (Health Insurance Portability & Accountability Act) Privacy Rule ensures that personal medical information shared with doctors, hospitals and others who provide and pay for healthcare is protected.

Basically, the Privacy Rule does the following:

- Imposes new restrictions on the use and disclosure of personal health information
- Gives patients (residents) greater access to their medical records, and
- Gives patients greater protection of their medical records

Who is covered by the HIPAA Privacy Rule?

- Healthcare providers
- Health Plans
- Healthcare Clearinghouses
- Business Associates who have access to patient records

What is protected health information (PHI)?

Any health information or patient information used or disclosed by a covered entity in any form – oral, recorded, on paper, or sent electronically or any personal health information that contains information that connects the patient to the information.

Examples of information that might connect personal health information to the individual include:

- The individual's name or address
- Social Security or other identification numbers
- Physician's personal notes
- Billing information

What are the rules for the use and disclosure of protected health information?

HIPAA's Privacy Rule is all about the use and disclosure of Protected Health Information. With few exceptions, PHI can't be used or disclosed by anyone unless it is permitted or required by the Privacy Rule.

PHI is used when

- Shared
- Examined
- Applied
- Analyzed

PHI is disclosed when:

- Released
- Transferred
- In any way accessed by anyone outside the covered entity

Permitted use or disclosure of PHI

- For treatment, payment & healthcare operations
- With authorization or agreement from the individual
- Disclosure to the individual
- Incidental uses such as physician's talking to individuals in a semi-private room

Required use & disclosure

- When requested or authorized by the individual
- When required by the Department of Health and Human Services for compliance or investigation.

When is authorization required?

When used for purposed other than

- Treatment
- Payment
- Healthcare operations

Generally, authorization is required

- For use or disclosure of psychotherapy notes
- For use and disclosure to third parties for marketing activities such as selling lists of patients and enrollees

When is authorization not required?

- To maintain a facility's resident directory
- To inform family members or other identified persons involved in the individual's care, or notify them on location, condition or death
- To inform appropriate agencies during disaster relief
- Public health activities related to disease prevention or control
- To report victims of abuse, neglect, or domestic violence
- Health oversight activities such as audits, legal investigations, licensure or for certain law enforcement purposes or government functions
- For coroners, medical examiners, funeral directors, tissue/organ donations, or certain research purposes
- To avert a serious threat to health and safety

What is minimum necessary?

In general, use/disclosure of PHI is limited to the minimum amount of health information necessary to get the job done. That means:

- Covered entities must develop policies and practices to make sure the least amount of health information is shared.
- Employees must be identified who regularly access PHI
- The types of PHI needed and the conditions for access.

What is the Privacy Notice?

Notice containing the resident rights and the facility's legal duties. This notice must be available to residents in print and be displayed in the facility and posted on a web site if possible.

What are Resident Privacy Rights?

- Receive Privacy Notice at time of first delivery of service.
- Restrict use and disclosure, although the covered entity is not required to agree
- Have PHI communicated to them by alternate means and at alternate locations to protect confidentiality
- Inspect, correct and amend PHI and obtain copies, with some exceptions
- Request a history of non-routine disclosures for six years prior to the request, and
- Contact designated persons regarding any privacy concerns or breach of privacy within the facility or at Health & Human Services

What must The Glen do to comply?

- Allow resident to see and copy their PHI
- Designate a full or part-time privacy official responsible for implementing the programs
- Designate a contact person or office responsible for receiving complaints
- Develop a Notice of Privacy Practices document
- Develop policies and safeguards to protect PHI and limit incidental use or disclosure
- Institute training programs for employees, agents and volunteers
- Institute a complaints process, and file and resolve formal complaints.
- Make sure that contracts with business associates comply with the Privacy Rule.

What happens to those who don't comply?

- A \$100 civil penalty up to a maximum of \$25,000 per year for each standard violated
- A criminal penalty for knowingly disclosing PHI

What can you do to protect residents' privacy and confidentiality?

Make sure you fully understand The Glen's privacy practices.

Protect the resident's personal health information

Never discuss a resident's personal health information other than in a business setting.

Encourage others to do the same.