Summary Notice of Privacy Practices

This is a brief summary of our Privacy Practices. The long version of the summary is available by request or on our website. This Notice of Privacy Practices applies to Inland Northwest Health Services and its personnel, volunteers, students and trainees. It also applies to other health care providers that come to the facilities of Inland Northwest Health Services to care for patients, such as physicians, physician assistants and other health care providers who are not employed by Inland Northwest Health Services.

Each time you visit a hospital, physician, or other health care provider, a record of your visit is made. The information in that record can be called your “Protected Health Information.” Your health record is the property of the health care provider or facility that collected it. The information in the record belongs to you. Usually, this record contains information about your exam, test results, treatment, and a plan for your care.

The information is used:
- To diagnose, treat, or create a plan to treat you
- As a legal document describing the care you received
- As a way to verify services billed were actually provided
- As a source of information for public health officials charged with improving the health of our nation
- As a tool for us to work to improve the care we provide
- As a source of data for medical research
- As required by law
- For fundraising by our Foundation
- For our hospital patient directory
- For marketing (with your permission)
- To avert a serious threat to health or safety

Understanding what is in your record and how your health information is used helps you to:
- Make certain it is correct
- Better understand who, what, where and why others may access your health information
- Make more informed decisions when you give permission to disclose information to others

YOUR RIGHTS: You have the right to:
- Obtain a paper copy of Inland Northwest Health Services’ Notice of Privacy Practices
- Request a restriction on certain uses and disclosures
- Inspect and obtain a copy of your health record
- Correct your health record if it is not correct
- Obtain an accounting of certain disclosures
- Request communication of your health information at a different location or by a different method
- Revoke your authorization to disclose health information, unless the information has already been released
- Be notified in writing if there is a significant breach of your health information
- Maintain the privacy of genetic information
- Restrict disclosures to health plans if you pay out-of-pocket for services

If you believe your privacy rights have been violated, you may file a complaint with Inland Northwest Health Services or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. You will not be penalized for filing a complaint. You can submit a complaint to INHS by contacting the Director, Risk Management & Compliance at (509) 462-3446.

OUR RESPONSIBILITIES: We are required to:
- Maintain the privacy of your health information
- Provide you with a notice of our legal duties and privacy practices
- Follow the terms of our Notice of Privacy Practices
- Notify you if we can’t agree to your requested restriction
- Accommodate your reasonable requests for communications at a different location or by a different method
- Notify you if there is a breach of your unsecured protected health information

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