15th Anniversary
HarmonyHealthcare Long Island

Patient Registration Form

Patient Information

Last Name	First Name	Middle	Home Phone	Primary Contact
			Cell Phone	❑ Home
DOB / /	SSN#	Country Of Birth	Work Phone	❑ Cell ❑ Work

Mailing Address	Apt#	Ok to leave voice message: ❑ Yes ❑ No
City State	Zip	Ok to leave a text message: ❑ Yes ❑ No *MSG & data rates may apply Best time to reach you: ❑ AM ❑ PM Opt out of all Practice Communication ❑

Home Address (If Different from Mailing)			Email Address	
City	State	Zip	Preferred Language	Interpreter Needed? ❑Yes ❑ No

We are requesting the following information of all patients in order to understand our patient needs better, to help our staff use the most respectful language when addressing you, and for funding purposes that may help reduce the cost of your healthcare.

Gender at Birth
❑ Female ❑ Male

Preferred Gender:

Gender Identity - Check as many as apply
❑ Male
❑ Female
❑ Female-to-Male/Transgender
❑ Male-to-Female/Transgender
❑ Gender queer, neither exclusive male nor female
❑ Choose not to disclose

Sexual Orientation - Check one
❑ Straight/ Heterosexual
❑ Lesbian/Gay/Homosexual
❑ Bisexual
❑ Do Not Know
❑ Choose Not to Disclose
❑ Something else, please describe:

Student
❑ Full Time
❑ Part Time
❑ Not a Student

Ethnicity
❑ Andalusian
❑ Argentinean
❑ Asturian
❑ Belearic Islander
❑ Bolivian
❑ Canal Zone
❑ Canarian
❑ Castillian
❑ Catalonian
❑ Central American
❑ Central American Indian
❑ Chicano
❑ Chilean
❑ Colombian
❑ Costa Rican
❑ Criollo
❑ Cuban
❑ Dominican
❑ Ecuadorian
❑ Gallego
❑ Guatemalan
❑ Hispanic or Latino
❑ Honduran
❑ La Raza
❑ Latin American
❑ Mexican
❑ Mexican American
❑ Mexican American Indian
❑ Mexicano
❑ Nicaraguan
❑ Not Hispanic or Latino
❑ Panamanian
❑ Paraguayan
❑ Peruvian
❑ Puerto Rican
❑ Salvadoran
❑ South American
❑ South American Indian
❑ Spaniard
❑ Spanish Basque
❑ Uruguayan
❑ Valencian
❑ Venezuelan
❑ Declined to Specify

Employment Status
❑ Full Time ❑ Retired
❑ Part Time ❑ Active Military
❑ Migrant ❑ Self Employed
❑ Seasonal ❑ Not Employed Employer Name:

Are you a

Veteran	❑ Yes	❑ No
Board Member	❑ Yes	❑ No
HHLI employee	❑ Yes	❑ No

Housing Status
❑ Own – Private
❑ Rent – Private
❑ Rent – Public Housing (Section 8, NYCHA)
❑ Senior Housing
❑ Homeless Shelter
❑ Street
❑ Transitional
❑ Doubling up

Marital Status
❑ Single
❑ Widowed
❑ Separated
❑ Married
❑ Divorced
❑ Partner

How did you hear about us? (Please check one)
❑ Employee
❑ Patient/Friend
❑ Newspaper
❑ Flyer/Poster/Brochure
❑ Referral
❑ Insurance Company
❑ Facebook/Social Media
❑ Other:

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Race	❑ American Indian or Alaskan Native	❑ Guamanian or Chamorro	❑ Samoan
	❑ Asian Indian	❑ Japanese	❑ Vietnamese
	❑ Black or African American	❑ Korean	❑ White
	❑ Chinese	❑ Native Hawaiian	❑ Other Race
	❑ Filipino	❑ Other Pacific Islander	❑ Declined to Specify

Emergency Contact

Emergency Contact Full Name	Relationship
Address	Phone Number

Parent/Guardian Information – Please complete if patient is under 18 years of Age

Name	DOB	Phone	Address	Responsible Party
Mother's Name	DOB / /	Phone	Address	❑
Father's Name	DOB / /	Phone	Address	❑
Guardian's Name	DOB / /	Phone	Address	❑

Insurance Information:

Primary Insurance Name	Policy #
Name of the Insured: ❑ Same as Patient	DOB of Insurance Holder / /
Patient's Relationship to the Insured ❑Self ❑Spouse ❑Child ❑Other:	Primary Care Provider on Insurance Card
Secondary Insurance Name:	Policy #

Pharmacy Information

Pharmacy Name	Phone	Address

Primary Care Provider

PCP Name	Phone	Address

Do you have an Advanced Directive? ❑ **Yes** ❑ **No**

Do you have a Living Will? ❑ **Yes** ❑ **No**

Other Healthcare Providers:

Name	Phone: Fax:	Specialty
Name	Phone: Fax:	Specialty
Name	Phone: Fax:	Specialty

I agree to allow Harmony Healthcare LI to contact me regarding my private health information, evaluation, and treatment.

Signature of Patient or Representative ______________________ Date ______________________

I verify that the information above is correct to the best of my knowledge.

Signature of Patient or Representative ______________________ Date ______________________

Revised 1.19.2024

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HarmonyHealthcare
Long Island

Harmony Healthcare LI, Inc. Consent Form

Consent to Treatment: I authorize Harmony Healthcare LI, Inc. (HHLI) and its medical, nursing and other professional staff members, to provide such health care services and administer such diagnostic and therapeutic procedures and treatments as, in the judgment of HHLI's medical personnel, is deemed necessary or advisable in my care. This includes all routine diagnostic tests and procedures, including diagnostic x-rays, the administration and/or injection of pharmaceutical products and medications, and the withdrawal of blood for laboratory examination. I understand that no guarantees have been made to me as to the results or effectiveness of treatments or examinations performed by HHLI personnel. HIV testing is now a part of routine care and written consent is no longer required. I do have a right to decline HIV testing at any time. The HHLI offers family planning services. I understand that my acceptance of family planning services is not a prerequisite to eligibility for, or receipt of, any other services that is offered by the HHLI.

Release of Information: I authorize HHLI to use and disclose my health information for the following purposes: (1) to provide for, arrange or coordinate my health care treatment; (2) to enable HHLI to obtain payment for the services it provides to me; and (3) to permit HHLI to carry out ordinary health care and business operations such as quality assurance, service planning and general administration. I am aware that this authorization to use and disclose information may include information regarding:

- HIV or AIDS
- Alcohol or drug abuse
- Mental illness or any mental health condition
- Sexually transmitted diseases
- Family planning, pregnancy and abortion
- Genetic tests or genetic disease

I am aware that Harmony Healthcare LI, Inc. may share information with my other medical providers for medical treatment or with a third party for financial payment through electronic means.

Assignment of Benefits: I assign to HHLI all benefits to which I may be entitled from Medicare, Medicaid, other government agencies, insurance carriers and other third parties who are financially liable for the medical care and treatment provided by HHLI

Financial Obligations: I agree, that, except as may be limited by law or HHLI's agreements with third party payers, in the event of non-payment by a third party for which I have provided an assignment of benefits, I am obligated to pay all amounts due for services provided at HHLI facilities in accordance with the rates and terms of HHLI in effect on the date of service. I also agree that I am responsible for any applicable copayments, coinsurance or deductibles.

No- Show Policy – Important Notice:
Please remember to be courteous to us and other patients by calling **at least 4 hours prior** to your appointment time to cancel if you cannot make it. This will allow us to serve our patients better. Patients arriving **more than 15 minutes late** for their appointment will be counted as a no show and they will need to reschedule their appointment.

I certify that I have read this form and that I am the patient or I am duly authorized by the patient as the patient's representative to execute this form and accept its terms.

Signature of Patient or Representative: ________________________________ Date:____________

Nature of Relationship to Patient (if patient not signing): __________________________

Reports to NYS Immunization Information System: I hereby authorize HHLI to report any immunizations that its medical staff administers to me to the New York State Immunization Information System.

Signature of Patient or Representative: ____________________________Date:_________________

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Healthix - Authorization for Access to Patient Information

Patient Name:	**Date of Birth:**
Patient Address:	

I request that health information regarding my care and treatment be accessed as set forth on this form. I can choose whether or not to allow Harmony Healthcare Long Island to obtain access to my medical records through the health information exchange organization called Healthix. If I give consent, my medical records from different places where I get health care can be accessed using a statewide computer network. Healthix is a not-for-profit organization that shares information about people's health electronically to improve the quality of healthcare and meets the privacy and security standards of HIPAA, the requirements of the federal confidentiality laws, 42 CFR Part2, and New York State Law. To learn more visit Healthix's website at www.healthix.org.

The choice I make in this form will NOT affect my ability to get medical care. The choice I make in this form does NOT allow health insurers to have access to my information for the purpose of deciding whether to provide me with health insurance coverage or pay my medical bills.

My Consent Choice. ONE box is checked to the left of my choice. I can fill out this form now or in the future. I can also change my decision at any time by completing a new form.
☐ 1. **I GIVE CONSENT** for Harmony Healthcare Long Island to access ALL of my electronic health information through Healthix to provide health care.
☐ 2. **I DENY CONSENT** for Harmony Healthcare Long Island to access my electronic health information through Healthix for any purpose.

If I want to deny consent for all Provider Organizations and Health Plans participating in Healthix to access my electronic health information through Healthix, I may do so by visiting Healthix's website at www.healthix.org or calling Healthix at 877-695-4749.

My questions about this form have been answered and I have been provided a copy of this form.

Signature of Patient or Patient's Legal Representative:	Date:
Print Name of Legal Representative (if applicable):	Relationship of Legal Representative to Patient (if applicable):

HarmonyHealthcare Long Island

Details about the information accessed through Healthix and the consent process:

1. **How Your Information May be Used**. Your electronic health information will be used only for the following healthcare services:
   - **Treatment Services.** Provide you with medical treatment and related services.
   - **Insurance Eligibility Verification**. Check whether you have health insurance and what it covers.
   - **Care Management Activities**. These include assisting you in obtaining appropriate medical care, improving the quality of services provided to you, coordinating the provision of multiple health care services provided to you, or supporting you in following a plan of medical care.
   - **Quality Improvement Activities**. Evaluate and improve the quality of medical care provided to you and all patients.
2. **What Types of Information about You Are Included.** If you give consent, the Provider Organization(s) listed may access ALL of your electronic health information available through Healthix. This includes information created before and after the date this form is signed. Your health records may include a history of illnesses or injuries you have had (like diabetes or a broken bone), test results (like X-rays or blood tests), and lists of medicines you have taken. This information may include sensitive health conditions, including but not limited to:

   - Alcohol or drug use problems
   - Birth control and abortion (family planning)
   - Medication and Dosages
   - Genetic (inherited) diseases or tests
   - HIV/AIDS
   - Mental health conditions
   - Sexually transmitted diseases
   - Diagnostic information
   - Allergies
   - Substance use history summaries
   - Clinical notes
   - Discharge summary
   - Employment Information
   - Living Situation
   - Social Supports
   - Claims Encounter Data
   - Lab Test
   - Trauma history summary

3. **Where Health Information About You Comes From**. Information about you comes from places that have provided you with medical care or health insurance. These may include hospitals, physicians, pharmacies, clinical laboratories, health insurers, the Medicaid program, and other organizations that exchange health information electronically. A complete, current list is available from Healthix. You can obtain an updated list at any time by checking Healthix's website at www.healthix.org or by calling 877-695-4749.

4. **Who May Access Information About You, If You Give Consent.** Only doctors and other staff members of the Organization(s) you have given consent to access who carry out activities permitted by this form as described above in paragraph one.

5. **Public Health and Organ Procurement Organization Access**. Federal, state or local public health agencies and certain organ procurement organizations are authorized by law to access health information without a patient's consent for certain public health and organ transplant purposes. These entities may access your information through Healthix for these purposes without regard to whether you give consent, deny consent or do not fill out a consent form.

6. **Penalties for Improper Access to or Use of Your Information**. There are penalties for inappropriate access to or use of your electronic health information. If at any time you suspect that someone who should not have seen or gotten access to information about you has done so, call Harmony Healthcare Long Island at 516-296-3742; or visit Healthix's website: www.healthix.org; or call the NYS Department of Health at 518-474-4987; or follow the complaint process of the federal Office for Civil Rights at the following link: *http://www.hhs.gov/ocr/privacy/hipaa/complaints/.*

7. **Re-disclosure of Information.** Any organization(s) you have given consent to access health information about you may re-disclose your health information, but only to the extent permitted by state and federal laws and regulations. Alcohol/drug treatment-related information or confidential HIV-related information may only be accessed and may only be re-disclosed if accompanied by the required statements regarding prohibition of re-disclosure.

8. **Effective Period**. This Consent Form will remain in effect until the day you change your consent choice, in case of a minor until he/she turns 18 years of age, or until 50 years after your death or until such time as Healthix ceases operation. If Healthix merges with another Qualified Entity your consent choices will remain effective with the newly merged entity.

9. **Changing Your Consent Choice**. You can change your consent choice at any time and for any Provider Organization or Health Plan by submitting a new Consent Form with your new choice. Organizations that access your health information through Healthix while your consent is in effect may copy or include your information in their own medical records. Even if you later decide to change your consent decision they are not required to return your information or remove it from their records.

10. **Copy of Form**. You are entitled to get a copy of this Consent Form.

PATIENT ACKNOWLEDGMENT
OF RECEIPT OF NOTICE OF PRIVACY PRACTICES
FOR PROTECTED HEALTH INFORMATION

Acknowledgement of Receipt of Notice of Privacy Practices: I acknowledge that I have been provided a copy of the Harmony Healthcare Long Island, Inc. (HHLI) Notice of Privacy Practices, which describes how health information about me may be used and disclosed by HHLI and how I may obtain access to and control the use and disclosure of this information.

Signature of Patient or Representative: ________________________________ Date ____________

Name of Personal Representative:______________________________
(Printed) (If Applicable)

Relationship to Patient: ______________________________________
(If Applicable)

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Patient Code of Conduct

Harmony Healthcare Long Island (HHLI) believes in treating people with respect and courtesy. Our goal is to support them in being healthy. To do this, we need to have a safe space for all patients, clients, families, and staff.

As a patient, I understand that HHLI expects me to:

1. Be respectful and thoughtful of other patients, staff, and any other person in the health center or HHLI property.
2. Be respectful and thoughtful of HHLI property and other people's property.
3. Provide full and correct information about my health. This includes health problems I have now and have had in the past, medicines that I take, times that I have been in the hospital, and any other matter that has to do with my health.
4. Provide the right information about my health insurance or other information that has to do with payment for my care.
5. If you have any questions about the care or our unhappy with the service received in our office, please contact our practice manager before you leave our office so that any clarifications about your care or the services you received can be addressed.
6. Please communicate all issues that you wish to discuss with the doctor at the time your appointment is scheduled, so that an appropriate amount of time can be allotted. If you do not do this in advance, another visit may be necessary so that the doctor can give all patients the time and quality of care they deserve.
7. Questions about your billing from the HHLI can be addressed by contacting the billing department at: 516-296-2700 Option 1, Mailbox #60998
8. Please be courteous with the use of your cell phone and other electronic devices. When interacting with any of our staff, please put your devices away. Set the ringer to vibrate before storing away. Do not record any part of your visit to the health center without permission of staff and other patients who may be recorded.
9. Adults are expected to supervise their children.

The following behaviors are not acceptable:

- Cursing or swearing
- Using threatening or sexually inappropriate language or behavior
- Intimidating or harassing staff or other patients
- Making threats of violence or harm through phone calls, letters, voicemail, email or other forms of written, verbal, or electronic communication
- Physically assaulting or threatening to inflict bodily harm
- Damaging business equipment or property
- Making menacing or derogatory gestures or remarks
- Making racial or cultural slurs
- Possessing firearms or weapons
- Drinking or drug use at the health center or on HHLI property

- Smoking at or near the health center or HHLI property
- Stealing from the center, center staff, or other patients
- Threatening or inappropriate postings on social media about HHLI or its *staff.*

We expect all patients to follow our Code of Conduct. HHLI will enforce this Code of Conduct. We may ask you not to come to our health center if you do not follow it.

I have received the Patient Code of Conduct. I understand my responsibility to follow the Patient Code of Conduct.

Patient Signature	Print Patient Name	Date
______________________	______________________	__________
Witness Signature	Print Witness Name	Date
______________________	______________________	__________

Eligibility Determination for Sliding Fee Discounts

It is Harmony Healthcare Long Island, Inc. (HHLI) policy to provide essential services to all patients regardless of the patient's ability to pay. Discounts are set by the HHLI consumer Board of Directors and are offered based on the information you provide regarding your family size and income. If you are eligible for a sliding fee discount, it will apply to all services received at HHLI, but not for those services provided outside the Health Center.

Please complete the following information, even if you have insurance.

Household Income Before Taxes

HOUSEHOLD MEMBER	NUMBER	Please Fill Out One Income Section Below			
		WEEKLY INCOME	BI-WEEKLY INCOME	MONTHLY INCOME	YEARLY INCOME
Self Name:					
Spouse					
Dependent Children					
Other dependents					
Total					

❑ I am declining to provide information on my income and family size and agree to pay the full HHLI fee.

ACCEPTABLE PROOF OF INCOME IS REQUIRED FOR THE SLIDING FEE DISCOUNT PROGRAM. IF YOUR FINANCIAL SITUATION CHANGES, PLEASE KEEP HHLI INFORMED.

❑ I certify that all information shown above is true, accurate and correct. I understand that if HHLI determines that misrepresented or falsified information, I will no longer receive discounts and may be asked to pay back discounts

❑ I agree to provide documentation of my income at my next visit.

Name (print)_________________________________ Signature:_______________________________________

Witness:_______________________________________ Date:____

Staff to complete information below

---

1. Eligible for Sliding Fee Discount: Yes _____ No _____ Patient Refused ____
2. If yes, acceptable proof of income provided: Yes _____ No _____ Patient Refused ____
3. If insured, Health insurance card provided: Yes _____ No _____ Not applicable ____
4. Patient reports no income Yes _____
5. Patient is unable to obtain proof from an employer (This includes paid in cash/off the books earnings) Yes _____

If yes, to either question 4 or 5, please fill out the attached Self-Attestation Form

Family Planning Sliding Scale Code (SS1- SS5 or N/A) _____

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AUTHORIZATION FOR RELEASE OF HEALTH INFORMATION PURSUANT TO HIPAA

HIPAA protects the privacy and security of patient medical information in both written and electronic forms and establishes safeguards that health care providers must implement to protect that information. It also regulates what medical information can be transmitted to other providers and health insurers. The Authorization for Release of Health Information form, when signed, allows us to request a copy of your previous medical records from other medical offices, specified individuals, or organizations, according to the details indicated in the form.

Please review the Authorization for Release of Health Information on the next page and complete the appropriate sections.

HarmonyHealthcare Long Island

AUTHORIZATION FOR RELEASE OF HEALTH INFORMATION PURSUANT TO HIPAA

Patient Name:	Date of Birth:
	Social Security Number:
Address:	

I, or my authorized representative, request that health information regarding my care and treatment as set forth on this form: In accordance with New York State Law and the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), I understand that:

1. This authorization may include disclosure of information relating to **ALCOHOL** and **DRUG ABUSE, MENTAL HEALTH TREATMENT,** except psychotherapy notes, and **CONFIDENTIAL HIV* RELATED INFORMATION** only if I place my initials on the appropriate line in Item 9(a). In the event the health information described below includes any of these types of information, and I initial the line on the box in Item 9(a), I specifically authorize release of such information to the person(s) indicated in Item 8.
2. If I am authorizing the release of HIV-related, alcohol, or drug treatment, or mental health treatment information, the recipient is prohibited from redisclosing such information without my authorization unless permitted to do so under federal or state law. I understand that I have the right to request a list of people who may receive or use my HIV-related information without authorization. If I experience discrimination because of the release or disclosure of HIV-related information, I may contact the New York State Division of Human Rights at (212) 480-2493 or the New York City Commission of Human Rights at (212) 306-7450. These agencies are responsible for protecting my rights.
3. I have the right to revoke this authorization at any time by writing to the health care provider listed below. I understand that I may revoke this authorization except to the extent that action has already been taken based on this authorization.
4. I understand that signing this authorization is voluntary. My treatment, payment, enrollment in a health plan, or eligibility for benefits will not be conditioned upon my authorization of this disclosure.
5. Information disclosed under this authorization might be redisclosed by the recipient (except as noted above in Item 2), and this redisclosure may no longer be protected by federal or state law.
6. **THIS AUTHORIZATION DOES NOT AUTHORIZE YOU TO DISCUSS MY HEALTH INFORMATION OR MEDICAL CARE WITH ANYONE OTHER THAN THE INDIVIDUAL(S) SPECIFIED IN ITEM 9 (b).**

7. Contact information or health care provider or entity to release this information (from who):	
Name:	Address:
Phone:	

8. Contact information of person(s) or entities who will receive this information (to who):		
Name:	Address:	
Phone:	Fax:	E-mail:

Delivery Details: (**check one**)

☐ Regular mail ☐ Fax (include fax number above) ☐ E-mail (include email above)

☐ Pick up at HHLI Roosevelt 380 Nassau Road Roosevelt NY 11575

☐ Other (please explain): ____

____

9 (a). Specific information to be released:

☐ Medical Record from (insert date) ___________________________ to (insert date) ___________________________

☐ Entire Medical Record, including patient histories, office notes (except psychotherapy notes), test results, radiology studies, films, referrals, consults, billing records, insurance records and records sent to you by other health care providers.

☐ Other: _______________________________________

____ _

Include: (*Indicate by Initialing)*

______ **Alcohol/Drug Treatment**

______ **Mental Health Information**

______ **HIV-Related Information**

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Long Island

Authorization to discuss health information **9** (b). ☐ By initialing here ________ I authorize ____ (Name of individual health care provider) to discuss my health information with ____ ____ Relationship to patient: ____	
10. Reason for release of information: ☐ At request of individual ☐ Other: ____	11. Date or event on which this authorization will expire:
12. If not the patient, name of person signing form:	13. Authority to sign on behalf of patient:

All Items on this form have been completed and my questions about this form have been answered. In addition, I have been provided a copy of the form.

____ ____________________
Signature of Patient or representative authorized by law. Date:

*** Human Immunodeficiency Virus that causes AIDS. The New York State Public Health Law protects information which reasonably could identify someone as having HIV symptoms or infection and information regarding a person's contacts.**

Harmony Healthcare Long Island, Inc.
Nassau University Medical Center
A. Holly Patterson Extended Care Facility

Collectively the "Health System"

PRIVACY NOTICE

THIS NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THAT INFORMATION.

PLEASE REVIEW THIS NOTICE CAREFULLY.

POLICY STATEMENT

This Health System is committed to maintaining the privacy of your protected health information ("PHI"), which includes electronic PHI, in accordance with the provisions of the Health Insurance Portability and Accountability Act and the Health Information Technology for Economic and Clinical Health Act, and their regulations (collectively the "HIPAA Rules"), which includes information about your medical condition and the care and treatment you receive from the Health System. This Notice details how your PHI may be used and disclosed to third parties to carry out your treatment, payment for your treatment, health care operations of the Health System, and for other purposes permitted or required by law and the HIPAA Rules. This Notice also details your rights regarding your PHI.

USE OR DISCLOSURE OF PHI

1. The Health System may use and/or disclose your PHI for treatment, payment for your treatment, and health care operations of the Health System. The following are examples of the types of uses and/or disclosures of your PHI that may occur. These examples are not meant to include all possible types of use and/or disclosure.

(a) Treatment - In order to provide, coordinate and manage your health care, the Health System will provide your PHI to those health care professionals, whether on the Health System's staff or not, directly involved in your care so that they may understand your medical condition and needs, and provide advice or treatment (e.g., a specialist or laboratory). For example, a physician treating you for a condition such as arthritis may need to know what medications have been prescribed for you by the Health System's physicians.

(b) Payment - In order to get paid for some or all of the health care services provided to you, the Health System will provide your PHI, directly or through a billing service, to appropriate third party payers, pursuant to their billing and payment requirements. For example, the Health System may need to tell your insurance plan about the need to hospitalize you so that the insurance plan can determine whether or not it will pay for the expense.

(c) Health Care Operations - In order for the Health System to operate in accordance with applicable law and insurance requirements and in order for the Health System to continue to provide quality and efficient care, it may be necessary for the Health System to compile use and/or disclose your PHI. For example, the Health System may use your PHI in order to evaluate the performance of the Health System's personnel in providing care to you or to support the business activities of the Health System. These operational activities may include: quality assessment and improvement activities, training programs involving students, trainees, or practitioners under supervision, and general administrative activities.

AUTHORIZATION NOT REQUIRED

1. In addition to treatment, payment, and health care operations, the Health System may use and/or disclose your PHI, without a written Authorization from you, in the following instances:

(a) De-identified Information - Your PHI is altered so that it does not identify you and, even without your name, cannot be used to identify you.

(b) Business Associate - To a business associate, which is someone who the Health System contracts with to provide a service necessary for your treatment, payment for your treatment, and health care operations (e.g., billing service or transcription service). The Health System will obtain satisfactory written assurance, in accordance with applicable law, that the business associate and its subcontractors will appropriately safeguard your PHI.

(c) To You or a Personal Representative - To you or to a person who, under applicable law, has the authority to represent you in making decisions related to your health care.

(d) Public Health Activities - Such activities include, for example, information collected by a public health authority, as authorized by law, to prevent or control disease, injury or disability. This includes reports of child abuse or neglect.

(e) Schools - Proof of immunization(s) about a student or prospective student may be disclosed to a school without written authorization if state law requires the school to have immunization records. The agreement to the disclosure may be given in either written or oral format and documented in the patient's medical record.

(f) Food and Drug Administration - If required by the Food and Drug Administration to report adverse events, product defects or problems or biological product deviations, or to track products, or to enable product recalls, repairs or replacements, or to conduct post marketing surveillance.

(g) Abuse, Neglect or Domestic Violence - To a government authority if the Health System is required by law to make such disclosure. If the Health System is authorized by law to make such a disclosure, it will do so if it believes that the disclosure is necessary to prevent serious harm or if the Health System believes that you have been the victim of abuse, neglect or domestic violence.

Any such disclosure will be made in accordance with the requirements of law, which may also involve notice to you of the disclosure.

(h) Health Oversight Activities - Such activities, which must be required by law, involve government agencies involved in oversight activities that relate to the health care system, government benefit programs, government regulatory programs and civil rights law. Those activities include, for example, criminal investigations, audits, disciplinary actions, or general oversight activities relating to the community's health care system.

(i) Judicial and Administrative Proceedings • For example, the Health System may be required to disclose your PHI in response to a court order or a lawfully issued subpoena.

(j) Law Enforcement Purposes - In certain instances, your PHI may have to be disclosed to a law enforcement official for law enforcement purposes. Law enforcement purposes include: (1) complying with a legal process (i.e., subpoena) or as required by law; (2) information for identification and location purposes (e.g., suspect or missing person); (3) information regarding a person who is or is suspected to be a crime victim; (4) in situations where the death of an individual may have resulted from criminal conduct; (5) in the event of a crime occurring on the premises of the Health System; and (6) a medical emergency (not on the Health System's premises) has occurred, and it appears that a crime has occurred.

(k) Coroner or Medical Examiner - The Health System may disclose your PHI to a coroner or medical examiner for the purpose of identifying you or determining your cause of death, or to a funeral director as permitted by law and as necessary to carry out its duties.

(l) Organ, Eye or Tissue Donation - If you are an organ donor, the Health System may disclose your PHI to the entity to whom you have agreed to donate your organs.

(m) Research - If the Health System is involved in research activities, your PHI may be used, but such use is subject to numerous governmental requirements intended to protect the privacy of your PHI such as approval of the research by an institutional review board and the requirement that protocols must be followed.

(n) Avert a Threat to Health Or Safety - The Health System may disclose your PHI if it believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to an individual who is reasonably able to prevent or lessen the threat.

(o)Specialized Government Functions - When the appropriate conditions apply, the Health System may use PHI of individuals who are Armed Forces personnel: (1) for activities deemed necessary by appropriate military command authorities; (2) for the purpose of a determination by the Department of Veteran Affairs of eligibility for benefits; or (3) to a foreign military authority if you are a member of that foreign military service. The Health System may also disclose your PHI to authorized federal officials for conducting national security and intelligence activities including the provision of protective services to the President or others legally authorized.

(p) Inmates - The Health System may disclose your PHI to a correctional institution or a law enforcement official if you are an inmate of that correctional facility and your PHI is necessary to provide care and treatment to you or is necessary for the health and safely of other individuals or inmates.

(q) Workers' Compensation - If you are involved in a Workers' Compensation claim, the Health System may be required to disclose your PHI to an individual or entity that is part of the Workers' Compensation system.

(r) Disaster Relief Efforts - The Health System may use or disclose your PHI to a public or private entity authorized to assist in disaster relief efforts.

(s) Required by Law. If otherwise required by law, but such use or disclosure will be made in compliance with the law and limited to the requirements of the law.

AUTHORIZATION

As detailed in the HIPAA Rules, certain uses and disclosures of psychotherapy notes, uses and disclosures of PHI for marketing purposes (as described in the "Marketing" section of this Privacy Notice), and disclosures that constitute a sale of PHI require a written authorization from you, and other uses and disclosures not otherwise permitted as described in this Privacy Notice will only be made with your written authorization, which you may revoke at any time as detailed in the "Your Rights" section of this Privacy Notice.

SIGN-IN-SHEET

The Health System may use a sign-in sheet at the registration desk. The Health System may also call your name in the waiting room when your physician is ready to see you.

PATIENT DIRECTORY

Unless you object, the Health System will include general information in its directories of individuals, including your name, location in the facility, your condition described in general terms, and your religious affiliation. The directory information, except for your religious affiliation, will be released to persons who ask for you by name. Your religious affiliation may be given to members of the clergy, even if they do not ask for you by name.

APPOINTMENT REMINDER

The Health System may, from time to time, contact you to provide appointment reminders. The reminder may be in the form of a letter or postcard. The Health System will try to minimize the amount of information contained in the reminder. The Health System may also contact you by phone and, if you are not available, the Health System will leave a message for you.

TREATMENT ALTERNATIVES/ BENEFITS

The Health System may, from time to time, contact you about treatment alternatives, or other health benefits or services that may be of interest to you.

MARKETING

The Health System may only use and/or disclose your PHI for marketing activities if we obtain from you a prior written Authorization. "Marketing" activities include communications to you

that encourage you to purchase or use a product or service, and the communication is not made for your care or treatment. However, marketing does not include, for example, sending you a newsletter about this Health System. Marketing also includes the receipt by the Health System of remuneration, directly or indirectly, from a third party whose product or service is being marketed to you. The Health System will inform you if it engages in marketing and will obtain your prior Authorization.

FUNDRAISING

The Health System may use and/or disclose some of your PHI in order to contact you for fundraising activities supportive of the Health System. Any fundraising materials sent to you will describe how you may opt out of receiving any further communications.

ON-CALL-COVERAGE

In order to provide on-call coverage for you, it is necessary that the Health System establish relationships with other physicians who will take your call if a physician from the Health System is not available. Those on-call physicians will provide the Health System with whatever PHI that they create and will, by law, keep your PHI confidential.

FAMILY/FRIENDS

The Health System may disclose to your family members, other relatives, a close personal friend, or any other person identified by you, your PHI directly relevant to such person's involvement with your care or the payment for your care. The Health System may also use or disclose your PHI to notify or assist in the notification (including identifying or locating) of a family member, a personal representative, or another person responsible for your care, of your location, general condition or death. However, in both cases, the following conditions will apply:

(a) The Health System may use or disclose your PHI if you agree, or if the Health System provides you with opportunity to object and you do not object, or if the Health System can reasonably infer from the circumstances, based on the exercise of its judgment, that you do not object to the use or disclosure.

(b) If you are not present, the Health System will, in the exercise of its judgment, decide whether the use or disclosure is in your best interests and, if so, disclose only the PHI that is directly relevant to the person's involvement with your care.

YOUR RIGHTS

1. You have the right to:

- **a)** Revoke any Authorization, in writing, at any time. To request a revocation, if you are a patient at Nassau University Medical Center, you must submit a written request to the Medical Records Department, NHCC, 2201 Hempstead Turnpike, East Meadow, New York 11554. If you are a resident of A. Holly Patterson Extended Care Facility ("AHP") you must submit your request in writing to Medical Records Department, AHP, 875 Jerusalem Avenue, Uniondale, New York 11553. If you are a patient of any of the Harmony Healthcare Long Island locations, you must submit your request in writing to the Health Center where you were treated (see below list with addresses).

b) Request restrictions on certain uses and/or disclosures of your PHI as provided by law. The Health System is not obligated to agree to every requested restriction, except to the extent required by the HIPAA Rules or by law. To request restrictions, you must submit a written request to the Medical Records Department, NHCC, 2201 Hempstead Turnpike, East Meadow, New York 11554. If you are a resident of A. Holly Patterson Extended Care Facility ("AHP") you must submit your request in writing to Medical Records Department, AHP, 875 Jerusalem Avenue, Uniondale, New York 11553. If you are a patient of any of the Harmony Healthcare Long Island locations, you must submit your request in writing to the Health Center where you were treated (see below list with addresses). In your written request, you must inform the Health System of what information you want to limit, whether you want to limit the Health System's use or disclosure, or both, and to whom you want the limits to apply. If the Health System agrees to your request, the Health System will comply with your request unless the information is needed in order to provide you with emergency treatment.

c) Restrict certain disclosures of PHI about you to a health plan where you pay out of pocket in full for the health care item or service.

d) Receive confidential communications or PHI by alternative means or at alternative locations. You must make your request in writing to the Medical Records Department, NHCC, 2201 Hempstead Turnpike, East Meadow, New York 11554. If you are a resident of A. Holly Patterson Extended Care Facility ("AHP") you must submit your request in writing to Medical Records Department, AHP, 875 Jerusalem Avenue, Uniondale, New York 11553. If you are a patient of any of the Harmony Healthcare Long Island locations, you must submit your request in writing to the Health Center where you were treated (see below list with addresses). The Health System will accommodate all reasonable requests.

e) Inspect and copy your PHI as provided by law. To inspect and copy your PHI, you must submit a written request to the Medical Records Department, NHCC, 2201 Hempstead Turnpike, East Meadow, New York 11554. If you are a resident of A. Holly Patterson Extended Care Facility ("AHP") you must submit your request in writing to Medical Records Department, AHP, 875 Jerusalem Avenue, Uniondale, New York 11553. If you are a patient of any of the Harmony Healthcare Long Island locations, you must submit your request in writing to the Health Center where you were treated (see below list with addresses). In certain situations that are defined by law, the Health System may deny your request, but you will have the right to have the denial reviewed. The Health System can charge you a fee for the cost of copying, mailing or other supplies associated with your request.

f) Amend your PHI as provided by law. To request an amendment, you must submit a written request to the Medical Records Department, NHCC, 2201 Hempstead Turnpike, East Meadow, New York 11554. If you are a resident of A. Holly Patterson Extended Care Facility ("AHP") you must submit your request in writing to Medical Records Department, AHP, 875 Jerusalem Avenue, Uniondale, New York 11553. If you are a patient of any of the Harmony Healthcare Long Island locations, you must submit your request in writing to the Health Center where you were treated (see below list with addresses). You must provide a reason that supports your request. The Health System may deny your request if it is not in writing, if you do not provide a reason in support of your

request, if the information to be amended was not created by the Health System (unless the individual or entity that created the information is no longer available), if the information is not part of your PHI maintained by the Health System, if the information is not part of the information you would be permitted to inspect and copy, and/or if the information is accurate and complete. If you disagree with the Health System's denial, you will have the right to submit a written statement of disagreement.

g) Receive an accounting of disclosures of your PHI as provided by law. To request an accounting, you must submit a written request to the Medical Records Department, NHCC, 2201 Hempstead Turnpike, East Meadow, New York 11554. If you are a resident of A. Holly Patterson Extended Care Facility ("AHP") you must submit your request in writing to Medical Records Department, AHP, 875 Jerusalem Avenue, Uniondale, New York 11553. If you are a patient of any of the Harmony Healthcare Long Island locations, you must submit your request in writing to the Health Center where you were treated (see below list with addresses).The request must state a time period which may not be longer than six (6) years and may not include dates before April 14, 2003. The request should indicate in what form you want the list (such as a paper or electronic copy). The first list you request within a twelve (12) month period will be free, but the Health System may charge you for the cost of providing additional lists in that same twelve (12) month period. The Health System will notify you of the costs involved and you can decide to withdraw or modify your request before any costs are incurred.

h) Receive a paper copy of this Privacy Notice from the Health System upon request to the Medical Records Department, NHCC, 2201 Hempstead Turnpike, East Meadow, New York 11554. If you are a resident of A. Holly Patterson Extended Care Facility ("AHP") you may direct your request to Medical Records Department, AHP, 875 Jerusalem Avenue, Uniondale, New York 11553. If you are a patient of any of the Harmony Healthcare Long Island locations, you must submit your request in writing to the Health Center where you were treated (see below list with addresses).

i) Be notified following a breach of your Unsecured PHI (as such term is defined by the HIPAA Rules).

Complain to the Health System or to the Secretary of Health and Human Services if you feel that your privacy has been violated. You may contact a regional office of the Office for Civil Rights, which can be found at www.hhs.gov/ocr/office/about/rgn-hqaddresses.html. To file a complaint with the Health System, you must contact the Health System's Privacy Officer. All complaints must be in writing.

To obtain more information, or have your questions about your rights answered; you may contact the Health System's Privacy Officer, Karen G. Leslie, at 2201 Hempstead Turnpike, East Meadow, New York 11554 at (516)-572-4754.

HEALTH SYSTEM'S REQUIREMENTS

1. The Health System:

(a) Is required by law to maintain the privacy of your PHI and to provide you with this Privacy Notice of the Health System's legal duties and privacy Health Systems with respect to your PHI.

(b) Is required to abide by the terms of this Privacy Notice, which is currently in effect.

(c) Reserves the right to change the terms of this Privacy Notice and to make the new Privacy Notice provisions effective for your entire PHI that it maintains.

(d) Will not retaliate against you for making a complaint.

(e) Must make a good faith effort to obtain from you an acknowledgement of receipt of this Notice.

(f) Will post this Privacy Notice on the Health System's web site, if the Health System is maintaining a web site.

(g) Will provide this Privacy Notice to you by e-mail if you so request. However, you also have the right to obtain a paper copy of this Privacy Notice.

EFFECTIVE DATE

This Notice takes effect September 23, 2013. The prior Notice's effective date was April 14, 2003.

PRIVACY NOTICE

LIST OF HEALTH SYSTEM MEMBERS

Harmony Healthcare Long Island at Elmont- 161 Hempstead Turnpike, Elmont, NY 11003
Harmony Healthcare Long Island at Hempstead- 619 Fulton Avenue, Hempstead, NY 11550
Harmony Healthcare Long Island at Freeport- 101 S Bergen Place, Freeport, NY 11520
Harmony Healthcare Long Island at Roosevelt- 380 Nassau Road, Roosevelt, NY 11575
Harmony Healthcare Long Island at Oceanside- 3227 Long Beach Road suite 2, Oceanside, NY 11572
Harmony Healthcare Long Island at Westbury- 682 Union Avenue, Westbury, NY 11590
Harmony Healthcare Long Island at Roosevelt High School
Harmony Healthcare Long Island at Freeport High School
Harmony Healthcare Long Island at Westbury High School
Nassau University Medical Center
A. Holly Patterson Extended Care Facility

Patients' Bill of Rights for Diagnostic & Treatment Centers (Clinics)

As a patient in a Clinic in New York State, you have the right, consistent with law, to:

(1) Receive service(s) without regard to age, race, color, sexual orientation, religion, marital status, sex, gender identity, national origin or sponsor;

(2) Be treated with consideration, respect and dignity including privacy in treatment;

(3) Be informed of the services available at the center;

(4) Be informed of the provisions for off-hour emergency coverage;

(5) Be informed of and receive an estimate of the charges for services, view a list of the health plans and the hospitals that the center participates with; eligibility for third-party reimbursements and, when applicable, the availability of free or reduced cost care;

(6) Receive an itemized copy of his/her account statement, upon request;

(7) Obtain from his/her health care practitioner, or the health care practitioner's delegate, complete and current information concerning his/her diagnosis, treatment and prognosis in terms the patient can be reasonably expected to understand;

(8) Receive from his/her physician information necessary to give informed consent prior to the start of any nonemergency procedure or treatment or both. An informed consent shall include, as a minimum, the provision of information concerning the specific procedure or treatment or both, the reasonably foreseeable risks involved, and alternatives for care or treatment, if any, as a reasonable medical practitioner under similar circumstances would disclose in a manner permitting the patient to make a knowledgeable decision;

(9) Refuse treatment to the extent permitted by law and to be fully informed of the medical consequences of his/her action;

(10) Refuse to participate in experimental research;

(11) Voice grievances and recommend changes in policies and services to the center's staff, the operator and the New York State Department of Health without fear of reprisal;

(12) Express complaints about the care and services provided and to have the center investigate such complaints. The center is responsible for providing the patient or his/her designee with a written response within 30 days if requested by the patient indicating the findings of the investigation. The center is also responsible for notifying the patient or his/her designee that if the patient is not satisfied by the center response, the patient may complain to the New York State Department of Health;

(13) Privacy and confidentiality of all information and records pertaining to the patient's treatment;

(14) Approve or refuse the release or disclosure of the contents of his/her medical record to any health-care practitioner and/or health-care facility except as required by law or third-party payment contract;

(15) Access to his/her medical record per Section 18 of the Public Health Law, and Subpart 50-3. For additional information link to: http://www.health.ny.gov/publications/1449/section_1.htm#access;

(16) Authorize those family members and other adults who will be given priority to visit consistent with your ability to receive visitors;

(17) When applicable, make known your wishes in regard to anatomical gifts. Persons sixteen years of age or older may document their consent to donate their organs, eyes and/or tissues, upon their death, by enrolling in the NYS Donate Life Registry or by documenting their authorization for organ and/or tissue donation in writing in a number of ways (such as health care proxy, will, donor card, or other signed paper). The health care proxy is available from the center;

(18) View a list of the health plans and the hospitals that the center participates with; and

(19) Receive an estimate of the amount that you will be billed after services are rendered.

Department of Health

Patients' Rights, 10NYCRR, Section 751.9