

# **VERY IMPORTANT:**

# FOR PRIVACY PURPOSES DO NOT SEND THIS PACKET ELECTRONICALLY without talking to MRAC first!

Please print, complete, and POSTAL MAIL these forms to: MossRehab Aphasia Center

50 Township Line Rd Elkins Park, PA 19027

If you'd like to make different arrangements: Call 215.663.6344 Everything must be sent safely and securely.

Rev 3/2022 Member Name \_\_\_\_\_



| Member Information                          |                 |                   | Data a       | f Dirth  |      |
|---|-----------------|-------------------|--------------|----------|------|
| Name:                                       |                 |                   |              |          |      |
| Address:                                    |                 |                   |              |          |      |
| Phone #                                     | _, EIIIaII      |                   |              |          |      |
| Emergency Contact/Co-Member Informat        | ion:            |                   |              |          |      |
| Name:                                       |                 |                   |              |          |      |
| Phone #                                     | , Email:        |                   |              |          |      |
| You may also communicate with these peo     | ple about me:   |                   |              |          |      |
| Name Relationship                           | Phone           | <u>e</u> <u> </u> | Email        |          |      |
|   |                 |                   |              |          |      |
|   |                 |                   |              |          |      |
| Aphasia Information                         |                 |                   |              |          |      |
| Cause of Aphasia:                           | C               | Date of On        | set/Diagnosi | s:       |      |
| Were you a patient at Moss? Yes No          | o, If           | f no, wher        | e?           |          |      |
| Where did you receive speech-language th    | erapy?          |                   |              |          |      |
| Most recent Speech-Language Pathologist:    |                 |                   |              |          |      |
| Are you currently receiving speech-language | ge therapy?     | Yes               | No           |          |      |
| Who referred you to Moss? Name:             |                 |                   |              | _, Phone | #    |
| Do you have difficulty hearing?             | Yes             | No                |              |          |      |
| If yes, do you wear a hearing aid?          |                 | No                |              |          |      |
| Do you have problems with vision?           | Yes             | No                |              |          |      |
| If yes, do you wear glasses?                | Yes             | No                |              |          |      |
| Do you have any history of seizures?        |                 | No                |              |          |      |
| If yes, when was the last seizure?          | Date            |                   |              |          |      |
| Primary Physician:                          |                 | P                 | hone #       |          |      |
|   |                 |                   |              |          |      |
| Member Signature (or initial):              |                 |                   |              | Date     | e:   |
| Person who assisted in completing this docu | ment (if necess | ary):             |              |          |      |
| Print                                       | Signatu         | re                |              | D        | pate |
| Rev 3/2022 Member Name                      |                 |                   |              |          |      |

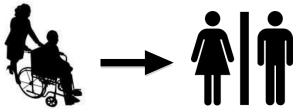


#### INFORMATION AND RELEASE FOR ALL ACTIVITIES

I, \_\_\_\_\_(print name), understand

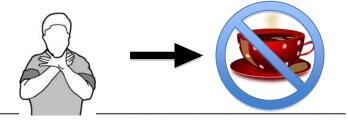
that

- Registration and payment should be received by <u>TBD</u>. Check or money order should be made payable to: **Moss Rehab Aphasia Center**. Send payment to: MossRehab Aphasia Center 50 Township Line Road, Suite 304 Elkins Park, PA 19027
- 2) Classes are filled on a first come, first served basis. If classes are not full, you can sign up after a session is started and your fee will be pro-rated.
- 3) Personal absences cannot be made up. If the Activities Center cancels a class, it will be made up. You will be notified by phone if class is cancelled. If area school systems are closed, the Activities Center will be closed for in person activities.
- 4) You must be <u>independent in your wheelchair or walking</u>. This includes transferring, toileting and using any of your equipment (for example: home oxygen). You can participate if you are not independent but you must <u>bring someone with you</u> to the sessions to assist you.



5) We offer refreshments.

If you have <u>swallowing difficulties or dietary restrictions</u>, you must be able to <u>manage them</u> <u>independently</u>, or <u>bring someone with you</u> to assist you.



- 8) MossRehab cannot control what other group members do with information shared during group activities.
- 9) Anyone who has had aphasia for 6 months or more may participate. You may be asked to provide a recent speech report, have your doctor or speech pathologist contact Sharon Antonucci at (215) 663-6561, or meet Activities Center staff to decide on group placement.

For other information, please call Nikki Benson at (215) 663-6344.

10) Participation in the activities center is voluntary. The Activities Center offers social, recreational, and educational activities. Participation is not considered "skilled care" per Medicare and Medicaid guidelines, and as such is not covered by insurance.

| Signature: | Date: |  |
|------------|-------|--|
|            | -     |  |

Person who assisted in completing this form (if applicable):

7) MossRehab Aphasia Center maintains privacy and confidentiality of members.

6) We do not expect there to be risks involved in participating in these

activities, other than those of daily life.











Signature

Date

#### **MRAC ACTIVITY SELECTION**

All Checks Payable to: MossRehab Aphasia Center



**CONSTANCE SHEERR KITTNER CONVERSATION CAFÉ:** \$115 (Virtual) or \$125 (In Person)/10 Weeks Yes\_\_\_\_ No\_\_\_\_

Do you want to have some fun while you tune up your communication skills? Then join one of Connie's Cafes, a conversation group for people living with aphasia.

Many people with aphasia and their families report feeling socially isolated and misunderstood. By joining a conversation cafe, you will have the opportunity to have your voice heard in a supportive environment. Our goals are to provide opportunities for adult conversation and social interaction, to encourage the use of successful communication strategies and to share "recipes for success" in dealing with aphasia and enjoying life.

New members will be assigned to a group depending on communication needs and available space. Karen R. Cohen, Speech-Language Pathologist at the Aphasia Center will facilitate and coach these sessions.



**RETA'S GAMES GROUP PRESENTS: MRAC VIRTUAL VARIETY HOUR:** No Charge/ Year Round Yes \_\_\_\_\_ No\_\_\_\_

Do you like to play games? Rummy? Jeopardy? Word Games? Sing? Would you like to learn how? Come join us for games and use your communication skills while having fun. Our volunteer leader will help you get started or partner with you until you catch on to the game. I am interested in joining Reta's Games Group.



**NOTE FOR IN PERSON SESSIONS:** You must be independent in your wheelchair or walking. This includes oxygen). You can participate if you are not independent, but you must bring someone with you to the sessions to assist you



#### **MRAC ACTIVITY SELECTION**

All Checks Payable to: MossRehab Aphasia Center



**COMPUTER LAB:** \$50 initial session/\$25 each additional session Yes\_\_\_\_ No\_\_\_\_

Do you want to have some fun while using aphasia practice apps? Learn how to Zoom, use your smart phone, send emails, search the internet, or anything 'techie'?

Computer technology has the potential to reduce barriers to communication, improve skills and quickly connect people to information and social networks. In our computer lab, individuals who have completed speech therapy and have targeted self-study goals work to use specialized aphasia software (e.g., Tactus Therapy, LIngraphica TalkPath, and SentenceShaper™) and refresh their computer, tablet or smartphone skills so they can email with family and friends, or connect through social media. These efforts are aimed at helping people with aphasia to maximize their communication skills and social interaction and to promote self-learning.

New members will have an initial session to review their skills and goals. Dr. Sharon Antonucci, or a trained volunteer at the Aphasia Center, will facilitate these sessions.



**NOTE FOR IN PERSON SESSIONS:** You must be independent in your wheelchair or walking. This includes oxygen). You can participate if you are not independent, but you must bring someone with you to the sessions to assist you



#### **ACTIVITY REGISTRATION SELECTION**

All Checks Payable to: MossRehab Aphasia Center



#### TALKING BOOK CLUB: Cost: \$125.00 (Virtual) \$150.00 (In Person)

Yes \_\_\_\_\_ No\_\_\_\_

Would you like a supportive group to read and talk about books with? Then join our talking book club. I am interested in joining MRAC's Talking Book Club.

Gather for weekly sessions where our SLP shares a preview outline of the chapters and characters you'll meet during the week's assigned chapters; then read and/or listen along with the book on tape\* as you need; then return the following week to discuss and get the next week's notes. Books are selected by the group.

\*The book on tape can be provided at no additional charge though joining the BARD library. Ask for further details.

Karen R. Cohen, Speech-Language Pathologist at the Aphasia Center will facilitate and coach these sessions.

Please tell us about your reading:

list) \_\_\_\_\_

| BEFORE my stroke, I enjoyed reading books, r other (please list)                 | nagazines, newsp   | oapers,           |
|--|--------------------|-------------------|
| NOW I read: Not at all, words, sentences<br>magazines, newspapers, other (please | , paragraphs, bool | <s,< td=""></s,<> |



**NOTE FOR IN PERSON SESSIONS:** You must be independent in your wheelchair or walking. This includes oxygen). You can participate if you are not independent, but you must bring someone with you to the sessions to assist you.



### About Me

Please complete and return with registration.

Name: \_\_\_\_\_

These are the top 3 things I want people to know about me:

My main challenges or frustrations related to aphasia:



Things that help me or make me feel better:



Rev 3/2022 Member Name \_\_\_\_\_\_



#### People

Please include as many people as you might like to talk about (children, grandchildren, friends, family, etc.). Use the backside of the paper if you like.

Where do/did you work?

Were you retired at the time of you received a diagnosis of aphasia?

Yes\_\_\_\_\_ No\_\_\_\_\_

### Hobbies

Hobbies or interests <u>before</u> aphasia:

Hobbies or interests <u>after</u> aphasia:

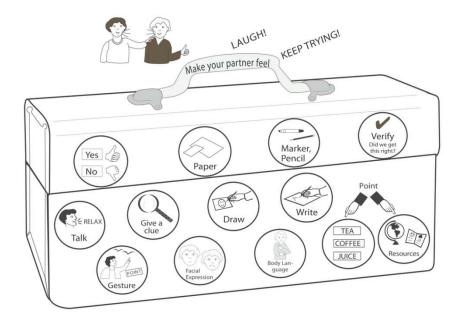


#### Communicating

Do you talk often at home? Yes\_\_\_\_\_

No\_\_\_\_\_

How do you communicate at home? (Circle all that apply)



Goals







What are your goals for joining the Aphasia Center?

Is there anything specific you'd like to work on or practice?



#### PATIENT AUTHORIZATION FOR EMAIL COMMUNICATION

PLEASE SELECT YOUR COMMUNICATION PREFERENCES BELOW.

#### **PROVIDER (MRAC) COMMUNICATION PREFERENCE:**

| •       |       | I,<br>my provider via email. I will use phone and US Mail sys<br>slower process and I may miss deadlines or opportunit<br>outside of MRAC's control. |  |
|---------|-------|--|--|
| 4       |       | l,<br>provider via email. Patient/family member should initi   | wish to communicate with my<br>ial next to each statement: |
|         |       | I understand that email communications and this author permanent medical record.   | prization form will be filed in my                         |
|         |       | I agree to use email for nonemergency purposes only.   |  |
|         |       | I agree to inform this office in writing if my email addre   | ess changes.   |
| GROUP   | o coi | MMUNICATION PREFERENCE:  |  |
| •       |       | I,<br>my group outside of our scheduled sessions.  | do <u>NOT</u> wish to communicate with                     |
| 4       |       | I,<br>my group outside of sessions. It is okay to share my:  | would enjoy communing with email phone #                   |
| My curr | ent   | email address:   |  |

My current phone number: \_\_\_\_\_\_ Date: \_\_\_\_\_\_

Signature: \_\_\_\_\_



#### Public Relations & Marketing Authorization to Use & Disclose Protected Health Information

| Individual's Name: |             |                                |            |
|--------------------|-------------|--------------------------------|------------|
|                    | Last Name   | First                          | Middle     |
| Mailing Address:   |             |                                |            |
| Home Telephone:    |             | Date of                        | Birth:     |
| INFORMATION TO BE  | DISCLOSED:  |                                |            |
|                    |             | cal condition, treatment and o |            |
| AUDIOVISUALS TO B  | E RELEASED: |                                |            |
| Photography        |             | Videotape                      | Audio tape |
| Other:             |             |                                |            |

PURPOSE: I give Einstein Healthcare Network permission to use or disclose (give out) my protected health information, as indicated above, for public relations and/or marketing purposes. I understand that the information may be used by Einstein Healthcare Network and its Corporate Marketing and Communications Department, the news media and any other medium of communications (including newspapers, magazines, television, radio, pamphlets, brochures, reports, websites/social media, etc). In addition, audiotape, photographs, videotape or other recorded images may be used, as indicated above.

(Continued on Reverse Side)



TERM: I understand that this Public Relations and Marketing Authorization will remain in effect until I take back (revoke) my permission by writing to the Einstein's Privacy Office at the address listed below. The revocation will take effect as soon as Einstein receives my written notice. However, the revocation will not affect any uses or disclosures of information that were made based on your prior authorization. I understand that I may refuse to sign or may revoke (at any time) this Public Relations and Marketing Authorization for any reason and that such refusal or revocation will not affect the start, continuation or quality of my treatment at Einstein.

I may contact Einstein's Privacy Office by mail at Einstein Healthcare Network, Gratz Building, 1000 West Tabor Rd, Philadelphia, PA 19141; by telephone at (215) 456-0485; or by email at privacy@einstein.edu.

> I have read and understand the terms of this Public Relations and Marketing Authorization, and I have had an opportunity to ask questions about the use and disclosure of my health information. By my signature below, I hereby, knowingly and voluntarily, authorize Einstein to use or disclose my health information in the manner described above.

Signature of Patient

Date

If the patient is a minor or is otherwise unable to sign this Public Relations and Marketing Authorization, obtain the following signatures:

Signature of Personal Representative Description of Authority

Date

Project manager: \_\_\_\_\_\_

Project name or job number: \_\_\_\_\_

Date scanned/filed into permission archives: By (initials):



#### MRAC ANNUAL EMERGENCY CONTACT SHEET

Please provide the following information. Emergencies can happen when we are in person or virtual.

We will check in annually in case there are updates.

Please be sure to complete all the information in bold. Thank you. (3)

| Member Name: _           |              |  |
|--------------------------|--------------|--|
| Member Phone:            |              |  |
| Member Email: _          |              |  |
| Member Physical Address: |              |  |
|                          |              |  |
|                          |              |  |
| Emergency Contact 1 Nam  | ne/Relation: |  |
| Emergency Conta          | act 1 Phone: |  |
|                          |              |  |
| Emergency Contact 2 Nan  | ne/Relation: |  |
| Emergency Conta          | act 2 Phone: |  |

CURRENT CALENDAR YEAR: \_\_\_\_\_

# **Joint Notice of Privacy Practices**

This Notice of Privacy Practices ("Notice") describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

#### Effective Date: April 14, 2003 Revision Date: June 23, 2016

Practices identifies the general ways your Protected Health Information (PHI) can be used or disclosed by EINSTEIN HEALTHCARE NETWORK ("EINSTEIN"), which is identified for purposes of federal privacy requirements as an Organized Eins tein neutin neutin neutin (Eins tein ), willen is identitied toi purposes or receit al privay requirement. The startment, for Administrative purposes and to evaluate the quality of care that you receive. "PHI" is the individually identifiable personal health information found in your medical and billing records. This information can be transmitted or maintained in any form by EINSTEIN. This Notice describes your legal rights regarding your protected health information. It also informs you of the legal duties and privacy practices of EINSTEIN.

For the purpose of this Notice, the terms "you" or "your" refers to the patient who is the subject of the protected health information. The terms "we", "our" or "us" refers to EINSTEIN.

#### ORGANIZATIONS COVERED BY JOINT NOTICE

-This Joint Notice describes the privacy practices of EINSTEIN, a Pennsylvania nonprofit corporation, its affiliated entities, divisions, programs, departments and units, including, but not limited to

- Albert Einstein Medical Center
- Einstein Medical Center Philadelphia
- Einstein Medical Center Elkins Park MossBehab
- Willowcrest
- Einstein Center One
- Einstein Medical Center Montgomery
- Einstein Practice Plan, Inc. (doing business as "Einstein Physicians")
- Einstein Community Health Associates, Inc. (doing business as "Einstein Physicians") Fornance Physician Services (doing business as "Einstein Physicians Montgomery")

#### **OUR LEGAL DUTIES**

We are required by law to keep your identifiable PHI private, provide you with this Notice of our legal duties and privacy practices with respect to your protected health information and follow the terms of this Notice as long as it is in effect. If we revise this Notice, we will follow the terms of the revised Notice, as long as it is in effect.

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

The following information describes how we are permitted, or required by law, to use and disclose your protected health information. Not every use or disclosure in a category will be listed.

Treatment: We may use or disclose your PHI to a physician or other health care provider in order to provide care and treatment Treament, we hay use of discussey out if it of a physician to dure instant and provide in order to physician treating you for a broken leg may need to know if you have diabetes because diabetes may show to the healing process. We also may disclose PHI about you to those who may be involved in your health care outside of EINSTEIN, such as hospitals, physicians and others who provide you with follow-up care and medical equipment or product suppliers. We may contact you to provide appointment reminders and to provide you with information about health-related benefits and services provided by us, or treatment alternatives that may be of interest to you.

Payment: We may use or disclose your PHI to obtain payment for services we provide to you. We may disclose your PHI to another health care provider or entity. For example, we may need to provide your health plan with information about surgery you received so your health plan will pay us or reimburse you for the surgery. We'll also tell your health plan about a treatment you are going to receive to obtain the health plan's prior approval for this treatment or to determine whether your plan will cover the treatment.

Health Care Operations: We may use or disclose PHI about you to support the programs and activities of EINSTEIN such as Justification development, business management and general administrative activities. We use this information complemences or qualification review of health care professionals, education and training of physicians and other health care providers, business planning and development, business management and general administrative activities. We use this information to continuously improve the quality of care for all patients we serve. For example, we may combine PHI about many patients to evaluate the need for new services or treatments. We may disclose information to doctors, nurses, and other students for educational purposes. We may also combine PHI we have with that of other facilities to see where we can make improvements.

Additionally, we may share your PHI with other health care providers and payors for certain of their business operations if the information is related to a relationship the provider or payor currently has or previously had with you, and if the provider or payor is required by federal law to protect the privacy of your protected health information.

Health Information Exchange (HIE): As a member with HealthShare Exchange of Southeastern Pennsylvania, Inc., (HSX) we may use or disclose your PHI to this Health Information Organization (HIO) and also to the HIO of the Commonwealth, The Pennsylvania Patient and Provider Network (PSN). Other health care providers, such as physicians, hospitals and other health care facilities, may have access to this information for treatment, payment and other purposes, to the extent permitted by law. More information can be obtained by visiting http://www.hsxsepa.org.

You have the right to "opt-out" or decline to participate in the Health Information Exchange (HIE). If you choose to opt-out of the HIE, we will not use or disclose any of your information in connection with HSX or P3N. To opt out of HSX go to http://www. hsxsepa.org/patient-options-opt-out-back or call 215-391-4906.

Authorization for Other Disclosures: We will not use or disclose your protected health information, except as described throughout this document, unless you authorize us, in writing, to do so. You can revoke an authorization at any time, in writing. If you revoke an authorization, we will not longer use or disclose your PHI for the purpose covered by the authorization. However, we are unable to take back any uses or disclosures aready made with your authorization. Specific examples of uses or disclosures requiring authorization include: use of psychotherapy notes, marketing activities, the sale of your PHI and most non-freatment uses and disclosures for which we are compensated and for any other uses and disclosures of PHI not described in this Joint Notice of Private Previous Previou Privacy Practices

Eamily and Friends; We may use or disclose your PHI to notify or assist in notifying a family member, personal representative, or other person responsible for your care, of your location and general condition. We will also disclose PHI to a family member, other relative, close personal friend, or any other person you identify, if the information is relevant to that person's involvement with your care or payment for your care. You can prohibit disclosure of this information.

Fundraising: We may contact you for EINSTEIN fundraising efforts, but you can tell us not to contact you again

#### To Stop Receiving Fundraising or Marketing Materials

You may request that your name be removed from our fundraising and marketing lists. Please contact our fundraising office at 5501 Old York Road, Philadelphia, PA, 19141 or call 215-456-7200. Contact our Marketing office at 101 E. Olney Avenue, Suite 503, Philadelphia, PA 19120 or call 1-800-EINSTEIN.

Marketing Activities: Written authorization is required prior to using or disclosing your PHI for marketing activities that are supported by payments from third parties.

Your written authorization is not required in the following circumstances:

(1) EINSTEIN receives no financial compensation for making the communication;

(2) the communication is face-to-face or consists of a promotional gift of nominal value provided by EINSTEIN;

(3) communications about a drug or biological or refill reminders for medication that the patient is currently taking/being prescribed:

(4) communications that involve general health promotion, such as community events, health screenings (5) communications about case management and helping you find a physician, rather than the promotion of a specific product or service:

(6) communications encouraging routine diagnostic tests; and

(7) communications about government and government-sponsored programs.

Future Communications: We may use or disclose your information to communicate with you via newsletters, mailings, emails SMS(text messages) or other electronic means regarding treatment options, health related information, disease-management programs, wellness programs or other community based initiatives or activities in which we participate. If we receive any financial compensation for such communications (with limited exceptions), we will obtain your authorization prior to sending the communication and your authorization can be revoked at any time.

Public Health and Safety: We may use or disclose your protected health information, as authorized or required by local, state or federal law, for the purposes deemed to be in the public interest or benefit. For example

- · To report certain diseases and wounds, births and deaths, and suspected cases of abuse, neglect or domestic violences
- To help identify, locate or report criminal suspects, crime victims, suspicious deaths or criminal conduct on the premises of EINSTEIN;
- To respond to a court order, subpoena or other judicial process:
- . To assist federal disaster relief efforts:
- . To enable product recalls, repairs or replacements:
- . To respond to an audit, inspection, or investigation by a health-related government agency;
- . To assist in federal intelligence, counterintelligence and national security issues;
- . To facilitate organ and tissue donations
- . To assist coroners, medical examiners and funeral directors;
- To respond to a request from a jail or prison regarding an inmate's health or medical treatment; .
- . To respond to a request from your military command authority (if you are a member or veteran of the armed forces):
- To comply with laws and regulations related to workers' compensation. Other Uses. Other uses and disclosures will be made only with your written authorization.

Business Associates: There are some services provided at EINSTEIN through contracts with business associates. When these services are contracted, we may disclose your PHI to the business associate so they can perform the job we have asked them to do. However, business associates are required by federal law to appropriately safeguard your information.

Research: We will disclose information to researchers after approval by an Institutional Review Board (IRB) in preparation for a research study, to recruit research subjects or for a research study. The IRB reviews research proposals and establishes protocols to protect your safety and the privacy of your protected health information.

<u>Confidential Communications</u>: You have the right to request that we communicate PHI to you by an alternate means or location other than your home address and telephone number. Your request must be made in writing to us, and must specify how or where you wish to be contacted. We will try to accommodate your request for alternate communications. If you request an alternate means of communication, that request should also be communicated by you to each of your physicians.

#### YOUR HEALTH INFORMATION RIGHTS

#### You have the right to:

Restrictions: You have the right to request a restriction or limitation on the PHI we use or disclose about you for treatment. payment or health care operations. You also have the right request a limit on the PHI we disclose about you to someone who is involved in your care or the payment for your care, such as a family member or friend. For example, you could ask that we not use or disclose information to a family member about a surgery you had. To request a restriction, you must make your request in writing to the listed contact person. We are not required to agree to your request. If we do agree, our agreement must be in writing, and we will comply with your request unless the information is needed to provide you emergency treatment.

Additionally, you have the right to request that we not use or disclose your PHI to a health plan for purposes of payment or health care operations (not for treatment) if the information pertains solely to a health care item or service that has been paid for out-of-pocket and in full. Your request for restriction must be submitted in writing to us. In this case, we must honor your request. However, you should be aware that such restrictions may have unintended consequences, particularly if other providers need to know that information (such as a pharmacy filling a prescription). It will be your obligation to notify any such other providers of this restriction. Additionally, such a restriction may impact your health plan's decision to pay for related care that you may not want to pay for out of pocket (and which would not be subject to the restriction).

Access: You have the right to review and obtain a copy of your health information, with certain exceptions. Usually, this Includes medical and billing records, but does not include psychotherapy notes. Your request to review or obtain a copy of your health information must be in writing to our listed contact person. You will be charged fees as authorized by law. To the extent your information is held in an electronic health record, you may be able to receive the information in an electronic format.

Amendment: If you feel that the health information we have about you is incorrect or incomplete, you have the right to ask for an amendment of that information. You have the right to request an amendment for as long as the information is kept by or for us. Your request for an amendment must be made in writing to our listed contact person and include a reason that supports your request. We do not have to honor your request but will advise you of our decision in writing.

Accounting of Disclosures: You have the right to receive a list of certain disclosures of your PHI that we have made within the that six years. Your request for an accounting must be in writing to our listed contact person, and must state a time period for which you want an accounting. You may request one accounting free of charge within a 12-month period. A fee will be charged for additional lists within this same time period.

Breach Notification: In certain instances, you have the right to be notified in the event that we, or one of our Business Associates, discover an inappropriate use or disclosure of your protected health information. Notice of any such use or disclosure will be made in accordance with state and federal requirements.

Copy of Notice: You have the right to a paper copy of this Notice. In addition, a copy of this Notice also may be obtained at our Website, http://www.EINSTEIN.edu/patients-visitors/for-patients/patient-support-services/notice-of-privacy-practices/.

Revisions of this Notice: We reserve the right to change this Notice, and the right to make the new provisions effective for all information we currently maintain, as well as any information we receive in the future. If we make a major change to this Notice, the revised Notice will be posted in ENSTEIN's place of business and on its Website. In addition, a paper copy of the revised Notice will be available upon request.

To Report a Complaint: If you believe your PHI privacy rights have been violated, you can file a complaint with us by mail, at the address provided in this Notice. You may also file a complaint with the Secretary of the United States Department of Health and Human Services, Office of Civil Rights, by completing a Health Information Privacy Complaint Form (available at <u>http://www.hhs.</u> <u>gov/ocr/privacy/hipaa/complaints/hipcomplaintform.pdf</u>) and sending it to the applicable OCR Regional Office listed on the form, or by calling 1-800-368-1019 for instructions and contact information. There will not be any penalty or retaliation against you for making a complaint to us or to the Department of Health and Human Services.

<u>Contact Person</u>: If you have any questions or need information regarding our legal duties and privacy practices, or how to exercise any of your PHI rights listed in this Notice, or need assistance with exercising your right to "opt-out" from any disclosure please contact: Chief Information Security and Privacy Officer, EINSTEIN Healthcare Network Gratz Building, 1000 W. Tabor Road Philadelphia, PA 19141; Telephone: 215-456-3517; E-mail: Privacy@EINSTEIN.edu

NOTE: HIV-related information, genetic information, alcohol and/or substance abuse records, mental health records and other specific PHI may enjoy certain special confidentiality protections under applicable state and federal law. Any disclosure of these types of records will be subject to these special protections.



Patient Label (All Entries Must Have Date & Time)

### **Notice of Privacy Practices**

#### **Acknowledgment and Authorization**

By signing below, I acknowledge that I have received Einstein Healthcare Network's Notice of Privacy Practices and I authorize Einstein Healthcare Network to use, access and disclose my health information in the manner described in this Notice.

| Name (please print): |       |
|----------------------|-------|
| Signature:           |       |
| Date:                | Time: |

#### For Einstein Staff Use Only

#### **Inability to Obtain Acknowledgment**

To be completed only if no signature is obtained. If it is not possible to obtain the individual's acknowledgment, describe the reasons why the acknowledgment was not obtained:

□ Individual refused to sign

Communications barriers prohibited obtaining the acknowledgment

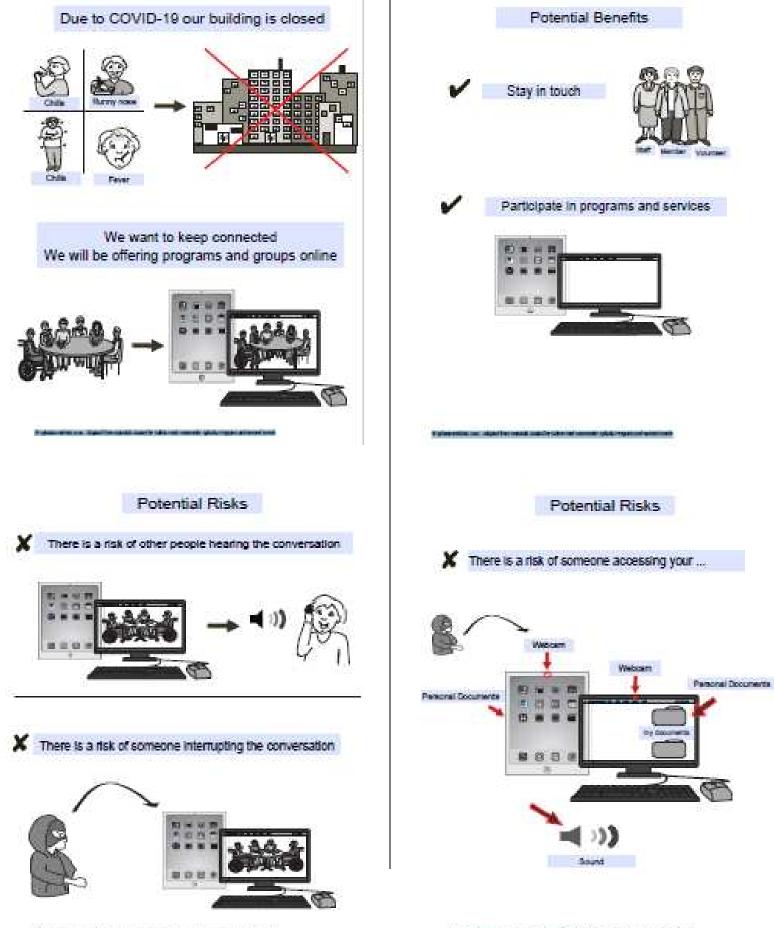
□ An emergency situation prevented us from obtaining the acknowledgment

| □ Other (Please specify): |
|---------------------------|
|---------------------------|

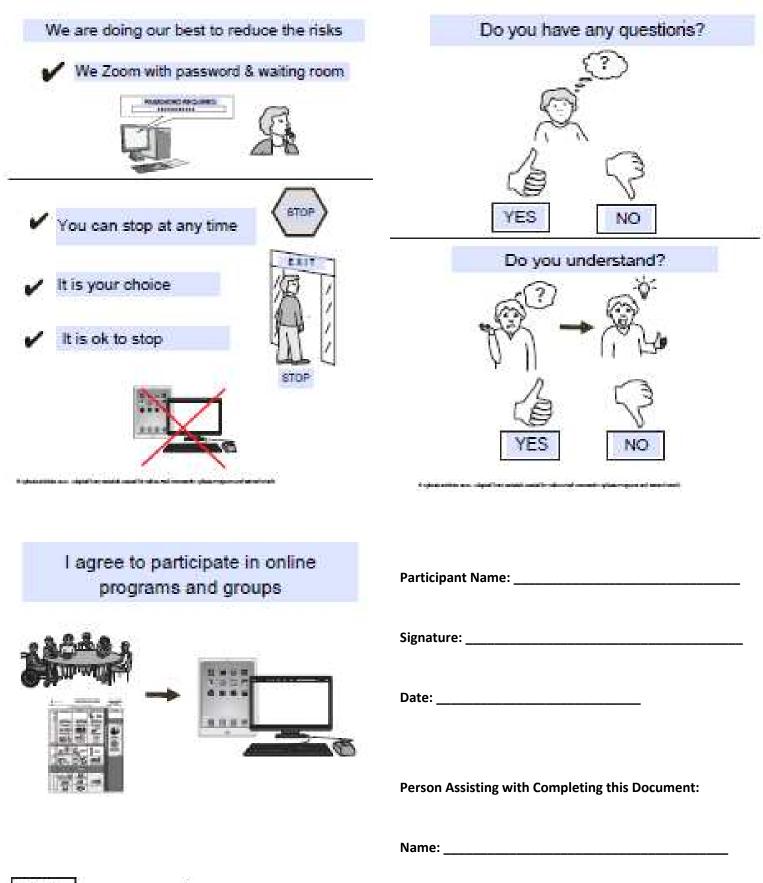
Name of Einstein Representative (please print):

Date: \_\_\_\_\_ Time:

## **MRAC Online Consent**



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Date: \_\_\_\_\_