

NOTICE OF LONG TERM CARE FACILITY'S PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

USE AND DISCLOSURE OF HEALTH INFORMATION

Cedar Crest, Inc. may use your health information, that is, information that constitutes protected health information as defined in the Privacy Rule of the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, for purposes of providing you treatment, obtaining payment for your care and conducting health care operations. Cedar Crest, Inc. has established a policy to guard against unnecessary disclosure of your health information.

THE FOLLOWING IS A SUMMARY OF THE CIRCUMSTANCES UNDER WHICH AND PURPOSES FOR WHICH YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED:

To Provide Treatment. Cedar Crest, Inc. may use your health information to provide care to you and disclose your health information to others who provide care to you, such as your attending physician and other health care professionals who are involved in your care. For example, physicians involved in your care will need information about your symptoms in order to prescribe appropriate medications. Cedar Crest, Inc. also may disclose your health care information to individuals outside of the Facility involved in your care including family members, pharmacists, suppliers of medical equipment or other health care professionals.

To Obtain Payment. Cedar Crest, Inc. may include your health information in invoices to collect payment from third parties for the care you may receive from Cedar Crest, Inc.. For example, Cedar Crest, Inc. may be required by your health insurer to provide information regarding your health care status so that the insurer will reimburse you or Cedar Crest, Inc. The Cedar Crest, Inc. also may need to obtain prior approval from your insurer and may need to explain to the insurer your need for health care and the services that will be provided to you.

To Conduct Health Care Operations. Cedar Crest, Inc. may use and disclose health information for its own operations in order to facilitate the function of Cedar Crest, Inc. and as necessary to provide quality care to all of Cedar

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Crest, Inc. residents. Health care operations include activities such as:

- Quality assessment and improvement activities.
- Activities designed to improve health or reduce health care costs.
- Protocol development, case management and care coordination.
- Contacting health care providers and residents with information about treatment alternatives and other related functions that do not include treatment.
- Professional review and performance evaluation.
- Training programs including those in which students, trainees or practitioners in health care learn under supervision.
- Training of non-health care professionals.
- Accreditation, certification, licensing or credentialing activities.
- Review and auditing, including compliance reviews, medical reviews, legal services and compliance programs.
- Business planning and development including cost management and planning related analyses and formulary development.
- Business management and general administrative activities of Cedar Crest, Inc..
- Fundraising for the benefit of Cedar Crest, Inc. and certain marketing activities.

For example, Cedar Crest, Inc. may use your health information to evaluate its staff performance, combine your health information with other Cedar Crest, Inc. residents in evaluating how to more effectively serve all of Cedar Crest, Inc. residents, disclose your health information to Cedar Crest, Inc. staff and contracted personnel for training purposes, use your health information to contact you or your family as part of general fundraising and community information mailings (unless you tell us you do not want to be contacted).

For the Facility Directory. Cedar Crest, Inc. may disclose certain information about you including your name, your general health status, your religious affiliation and where you are located in a facility directory while you are

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in Cedar Crest, Inc. Cedar Crest, Inc. may disclose this information to people who ask for you by name. However, religious affiliation will only be disclosed to clergy.

If you do not want Cedar Crest, Inc. to include your information in the directory, you must notify the Social Services Department.

For Fundraising Activities. Cedar Crest, Inc. may use information about you including your name, address and telephone number to contact you or your family to raise money for Cedar Crest, Inc. If you do not want Cedar Crest, Inc. to contact you or your family, you must notify the Social Services Department and indicate that you do not wish to be contacted.

For Treatment Alternatives. Cedar Crest, Inc. may use and disclose your health information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

THE FOLLOWING IS A SUMMARY OF THE CIRCUMSTANCES UNDER WHICH AND PURPOSES FOR WHICH YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED WITHOUT YOUR WRITTEN CONSENT OR AUTHORIZATION:

When Legally Required. Cedar Crest, Inc. will disclose your health information when it is required to do so by any Federal, State or local law.

When There Are Risks to Public Health. Cedar Crest, Inc. may disclose your health information for the following public activities and purposes:

- To prevent or control disease, injury or disability, report disease, injury, vital events such as birth or death and the conduct of public health surveillance, investigations and interventions.
- To report adverse events, product defects, to track products or enable product recalls, repairs and replacements and to conduct post-marketing surveillance and compliance with requirements of the Food and Drug Administration.
- To notify a person who has been exposed to a communicable disease or who may be at risk of contracting or spreading a disease.
- To an employer about an individual who is a member of the workforce as legally required.

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To Report Abuse, Neglect Or Domestic Violence Cedar Crest, Inc. is allowed to notify government authorities if Cedar Crest, Inc. believes a resident is the victim of abuse, neglect or domestic violence. Cedar Crest, Inc. will make this disclosure only when specifically required or authorized by law or when the resident agrees to the disclosure.

To Conduct Health Oversight Activities. Cedar Crest, Inc. may disclose your health information to a health oversight agency for activities including audits; civil, administrative or criminal investigations; inspections; licensure or disciplinary action. Cedar Crest, Inc., however, may not disclose your health information if you are the subject of an investigation and the investigation does not arise out of and is not directly related to your receipt of health care or public benefits.

In Connection With Judicial And Administrative Proceedings. As permitted or required by State law, Cedar Crest, Inc. may disclose your health information in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal as expressly authorized by such order or in response to a subpoena, discovery request or other lawful process, but only when Cedar Crest, Inc. makes reasonable efforts to either notify you about the request or to obtain an order protecting your health information.

For Law Enforcement Purposes. As permitted or required by State law, Cedar Crest, Inc. may disclose your health information to a law enforcement official for certain law enforcement purposes, including, under certain limited circumstances, if you are a victim of a crime or in order to report a crime.

To Coroners And Medical Examiners. Cedar Crest, Inc. may disclose your health information to coroners and medical examiners for purposes of determining your cause of death or for other duties, as authorized by law.

To Funeral Directors. Cedar Crest, Inc. may disclose your health information to funeral directors consistent with applicable law and if necessary, to carry out their duties with respect to your funeral arrangements. If necessary to carry out their duties, Cedar Crest, Inc. may disclose your health information prior to and in reasonable anticipation, of your death.

For Organ, Eye Or Tissue Donation. Cedar Crest, Inc. may use or disclose your health information to organ procurement organizations or other entities engaged in the procurement, banking or transplantation of organs, eyes

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or tissue for the purpose of facilitating the donation and transplantation.

For Research Purposes. Cedar Crest, Inc. may, under very select circumstances, use your health information for research. Before Cedar Crest, Inc. discloses any of your health information for such research purposes, the project will be subject to an extensive approval process. Cedar Crest, Inc. will almost always request your written authorization before granting access to your individually identifiable health information.

In the Event of A Serious Threat To Health Or Safety. Cedar Crest, Inc. may, consistent with applicable law and ethical standards of conduct, disclose your health information if Cedar Crest, Inc., in good faith, believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to your health or safety or to the health and safety of the public.

For Specified Government Functions. In certain circumstances, the Federal regulations authorize Cedar Crest, Inc. to use or disclose your health information to facilitate specified government functions relating to the military and veterans, national security and intelligence activities, protective services for the President and others, medical suitability determinations and inmates and law enforcement custody.

For Worker's Compensation. Cedar Crest, Inc. may release your health information for worker's compensation or similar programs.

AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION

Other than is stated above, Cedar Crest, Inc. will not disclose your health information other than with your written authorization. If you or your representative authorizes Cedar Crest, Inc. to use or disclose your health information, you may revoke that authorization in writing at any time.

YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION

You have the following rights regarding your health information that Cedar Crest, Inc. maintains:

Right to Request Restrictions. You may request restrictions on certain uses and disclosures of your health information. You have the right to request a limit on Cedar Crest, Inc. disclosure of your health information to someone who is involved in your care or the payment of your care. However, Cedar Crest, Inc. is

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not required to agree to your request. If you wish to make a request for restrictions, please contact the Social Service Department.

Right to Receive Confidential Communications. You have the right to request that Cedar Crest, Inc. communicate with you in a certain way. For example, you may ask that Cedar Crest, Inc. only conduct communications pertaining to your health information with you privately with no other family members present. If you wish to receive confidential communications, please contact the Social Service Department. Cedar Crest, Inc. will not request that you provide any reasons for your request and will attempt to honor your reasonable requests for confidential communications.

Right to Inspect and Copy Your Health Information. You have the right to inspect and copy your health information, including billing records. A request to inspect and copy records containing your health information may be made to the Social Service Department. If you request a copy of your health information, Cedar Crest, Inc. may charge a reasonable fee for copying and assembling costs associated with your request.

Right to Amend Your Health Information. You or your representative have the right to request that Cedar Crest, Inc. amend your records, if you believe your health information records are incorrect or incomplete. That request may be made as long as the information is maintained by Cedar Crest, Inc. A request for an amendment of records must be made in writing to the Social Service Department. Cedar Crest, Inc. may deny the request if it is not in writing or does not include a reason for the amendment. The request also may be denied if your health information records were not created by Cedar Crest, Inc., if the records you are requesting are not part of Cedar Crest, Inc. records, if the health information you wish to amend is not part of the health information you or your representative are permitted to inspect and copy, or if, in the opinion of Cedar Crest, Inc., the records containing your health information are accurate and complete.

Right to an Accounting. You or your representative have the right to request an accounting of disclosures of your health information made by Cedar Crest, Inc. for any reason other than for treatment, payment or health operations. The request for an accounting must be made in writing to the Social Service Department. The request should specify the time period for the accounting starting on April 14, 2003. Accounting requests may not be made for periods of time in excess of six (6) years. Cedar Crest, Inc. will provide the first accounting

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you request during any 12-month period without charge. Subsequent accounting requests may be subject to a reasonable cost-based fee.

Right to a Paper Copy of this Notice. You or your representative have a right to a separate paper copy of this Notice at any time even if you or your representative have received this Notice previously. To obtain a separate paper copy, please contact the Social Service Department.

DUTIES OF FACILITY

Cedar Crest, Inc. is required by law to maintain the privacy of your health information and to provide to you and your representative this Notice of its duties and privacy practices. Cedar Crest, Inc. is required to abide by the terms of this Notice as may be amended from time to time. Cedar Crest, Inc. reserves the right to change the terms of its Notice and to make the new Notice provisions effective for all health information that it maintains. If Cedar Crest, Inc. changes its Notice, Cedar Crest, Inc. will provide a copy of the revised Notice to you or your appointed representative. You or your representative have the right to express complaints to Cedar Crest, Inc. and to the Secretary of Health and Human Services if you or your representative believe that your privacy rights have been violated. Any complaints to Cedar Crest, Inc. should be made in writing to the Social Service Department. Cedar Crest, Inc. encourages you to express any concerns you may have regarding the privacy of your information. You will not be retaliated against in any way for filing a complaint.

CONTACT PERSON

Cedar Crest, Inc. has designated the Social Service Director as its contact person for all issues regarding resident privacy and your rights under the Federal privacy standards. You may contact this person at calling the Social Service Department (608) 756-0344.

EFFECTIVE DATE

This Notice is effective April 14, 2003.

**IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE, PLEASE CONTACT
The Social Service Department**