

In accordance with our Notice of Privacy Practices, you have the right to exercise your Privacy Rights. Those rights are summarized for your review on the back of this page. Contact information is provided below for your help with these rights.

**Franciscan Hospice**

**(253) 671-7000**  
**or**  
**1-800-338-8305**

*Normal business hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.*

**PATIENT ACKNOWLEDGEMENT OF RECEIPT**

**I acknowledge that I received a copy of the  
Franciscan Health System Notice of Privacy Practices dated April 14, 2003.**

\_\_\_\_\_  
**Patient signature (or representative)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Relationship to Patient**

\_\_\_\_\_  
**Witness**

**In the event the patient or personal representative of the patient did not sign the acknowledgement, check one of the reasons below:**

- Emergency Treatment Situation
- Individual unable to sign because of medical condition and personal representative is not available.
- Individual refused. Reason: \_\_\_\_\_
- Other (explain) \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

PATIENT NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

MEDICAL RECORD # \_\_\_\_\_

 **CATHOLIC HEALTH  
INITIATIVES**

**Franciscan Health System**

St. Clare Hospital      St. Francis Hospital      St. Joseph Medical Center  
Lakewood, Washington      Federal Way, Washington      Tacoma, Washington

**NOTICE OF PRIVACY PRACTICES  
ACKNOWLEDGEMENT OF RECEIPT**

## ***Summary of Rights for Your Medical Information***

**This is a summary of your rights regarding the medical information Franciscan Hospice maintains about you. See the Notice of Privacy Practices that you received for more information about each of these rights. This summary is provided for your convenience.**

**Opt Out.** You have the right to “opt out” of having your name published in our facility directory. You may request that we not disclose your presence on our service to family members, personal representatives, or friends who ask for you by name. To “opt out”, please contact Franciscan Hospice front office personnel.

**Right to Inspect and Copy.** You have the right to inspect and obtain a copy of medical information that may be used to make decisions about your care. To inspect and obtain a copy of medical information that may be used to make decisions about you, you must submit your written request to the Franciscan Hospice Medical Record Department. If you request a copy of the information, we may charge a reasonable fee for costs of copying, mailing or other supplies associated with your request.

**Right to Amend.** If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the hospital. To request an amendment, you must submit your written request to Franciscan Hospice Medical Record Department. Your request should include a reason that supports your request.

**Right to an Accounting of Disclosures.** You have the right to receive a list of instances where we have disclosed information for reasons other than treatment, payment or hospital operations or with your authorization. To request this list or accounting of disclosures, you must submit your written request to Franciscan Hospice Medical Record Department. Your request must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. The first list you request within a 12-month period will be free. For additional lists, we may charge you for the cost of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

**Right to Request Restrictions.** You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. To request restrictions, you must submit your written request to Franciscan Hospice Medical Record Department. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply. Although we will consider your requests, you should be aware that, under the law, we do not have to agree to change the privacy practices that we have described in this Notice. Further, it is not our normal practice to agree to such changes.

**Right to Request Confidential Communications.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. To request confidential communications, you must submit your written request to Franciscan Hospice front office personnel. We will accommodate all reasonable requests. We reserve the right to reverse this accommodation if our efforts to reach you at your alternate address for payment purposes fail.

**Right to a Paper Copy of the Notice.** You have the right to a paper copy of the Notice of Privacy Practices. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. You may obtain a copy of this notice at our website, [www.fhshealth.org](http://www.fhshealth.org). To obtain a paper copy please contact Franciscan Hospice Medical Record Department.

**Complaints:** If you believe your privacy rights have been violated, you may file a complaint with Franciscan Hospice or with the United States Secretary of Department of Health and Human Services. To file a complaint with our facility, please call Franciscan Hospice at (800) 338-8305 or write the Director of Hospice. **You will not be penalized for filing a complaint.**