

IMPORTANT INFORMATION RELATING TO CAPITAL SENIOR LIVING'S MEDICAID WAIVER COMMUNITIES & HIPAA PRIVACY

Capital Senior Living has designated itself as a Hybrid Entity under Title II of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) because our business includes both covered and non-covered functions under HIPAA. One of the HIPAA covered functions includes our affiliated Communities receiving Medicaid Waiver Resident Care Program Reimbursement. **The following Notice of Privacy Practices applies to those affiliated Communities.**

A list of the covered affiliated Communities is at the end of the Notice. Please note that the Communities list may change from time to time and the individual Communities will provide copies of the Notice directly to their residents. Additionally, our residents and other interested parties may always obtain a copy of the Privacy Notice directly from their individual Community upon request.

**Your Information.
Your Rights.
Our Responsibilities.**

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.**

**Your
Rights**

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

➤ *See page 2 for more information on these rights and how to exercise them*

**Your
Choices**

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Include you in a hospital directory
- Provide mental health care
- Market our services and sell your information
- Raise funds

➤ *See page 3 for more information on these choices and how to exercise them*

**Our
Uses and
Disclosures**

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

➤ *See pages 3 and 4 for more information on these uses and disclosures*

Your Rights

When it comes to your health information, you have certain rights.

This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

Ask us to limit what we use or share

- You can ask us **not** to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we *never* share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

How do we typically use or share your health information?

We typically use or share your health information in the following ways.

Treat you

- We can use your health information and share it with other professionals who are treating you.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run our organization

- We can use and share your health information to run our practice, improve your care, and contact you when necessary.

Example: We use health information about you to manage your treatment and services.

Bill for your services

- We can use and share your health information to bill and get payment from health plans or other entities.

Example: We give information about you to your health insurance plan so it will pay for your services.

continued on next page

How else can we use or share your health information? We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

- We can share health information about you for certain situations such as:
 - Preventing disease
 - Helping with product recalls
 - Reporting adverse reactions to medications
 - Reporting suspected abuse, neglect, or domestic violence
 - Preventing or reducing a serious threat to anyone’s health or safety

Do research

- We can use or share your information for health research.

Comply with the law

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

Respond to organ and tissue donation requests

- We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers’ compensation, law enforcement, and other government requests

- We can use or share health information about you:
 - For workers’ compensation claims
 - For law enforcement purposes or with a law enforcement official
 - With health oversight agencies for activities authorized by law
 - For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena.

We do not create or maintain psychotherapy notes.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

Effective Date: January 1, 2018

This Notice of Privacy Practices applies to the following organizations.

This notice applies to Captial Senior Living's Medicaid Waiver Resident Care Program Reimbursement facilities (see list following this notice).

The Privacy Officer contact information for each applicable facility is included in the list following this notice.

HIPAA Privacy Officer Contact Information

Charlotte Square	Privacy Officer: 704-544-4979
Gramercy Hill	Privacy Officer: 402-483-1010
Keystone Woods	Privacy Officer: 765-642-8020
Laurel Hurst / Laurel Woods	Privacy Officer: 828-894-3900
Riverbend	Privacy Officer: 812-280-0965
Rose Arbor & Wildflower Lodge	Privacy Officer: 763-493-5910
Towne Centre	Privacy Officer: 219-736-2900
The Waterford at Corpus Christi	Privacy Officer: 361-991-9600
The Waterford at Miracle Hills	Privacy Officer: 402-431-0011
The Waterford at Roxbury Hills	Privacy Officer: 402-537-0544
The Waterford at Woodbridge	Privacy Officer: 402-296-5133
The Windcrest on Van Dorn	Privacy Officer: 402-486-0011
Covenant Place of Abilene	Privacy Officer: 325-793-1144
Covenant Place of Burleson	Privacy Officer: 817-447-4477
Covenant Place of Waxahachie	Privacy Officer: 972-923-9911
Good Place	Privacy Officer: 817-581-6310
The Harbor Court	Privacy Officer: 440-356-2282
Country Charm	Privacy Officer: 317-882-5455
Southport f/k/a Country Charm Village	Privacy Officer: 317-889-9822
Chateau of Batesville	Privacy Officer: 819-932-8888
Woodlands of Shaker Heights	Privacy Officer: 216-751-0930
The Residence of Chardon	Privacy Officer: 440-286-2277
Woodlands of Hamilton	Privacy Officer: 513-893-9000
Woodlands of Columbus	Privacy Officer: 614-755-7591
Marquis Place of Elkhorn	Privacy Officer: 402-289-9229
Autumn Glen	Privacy Officer: 765-653-6999
The Woodlands of Middletown	Privacy Officer: 513-423-2322
Whitcomb House	Privacy Officer: 508-634-2440
Sugar Grove	Privacy Officer: 317-839-7900
River Crossing	Privacy Officer: 812-406-1099
The Waterford at Oshkosh	Privacy Officer: 920-385-0570
The Waterford at Plymouth	Privacy Officer: 920-892-4635
The Waterford at Hartford	Privacy Officer: 262-670-9477
The Waterford at West Bend	Privacy Officer: 262-335-1992
Greenbriar Village	Privacy Officer: 317-899-2659
The Waterford at Colby	Privacy Officer: 715-223-2200
The Waterford at Park Falls	Privacy Officer: 715-744-2444
The Wellington at Springfield	Privacy Officer: 413-426-9868
The Waterford at Wisconsin Rapids	Privacy Officer: 715-421-0045
The Waterford at Virginia Beach	Privacy Officer: 757-490-6672