

## **HIPAA Privacy Statement for Fuji Japan Care Home**

At **Fuji Japan Care Home**, we are committed to maintaining the privacy and confidentiality of your health information. We understand that the protection of your personal health data is important to you, and we take our responsibilities very seriously. This notice describes how we collect, use, and protect your health information in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, as amended, and other applicable laws.

### **1. What is Protected Health Information (PHI)?**

Protected Health Information (PHI) refers to any information that can be used to identify you and that relates to your physical or mental health, the provision of healthcare to you, or payment for healthcare services. This includes your name, contact information, medical history, diagnosis, treatment plans, medications, and other sensitive data.

### **2. How We Use and Share Your Health Information**

We may use and disclose your PHI for various purposes, including:

- **Treatment:** To provide you with medical care, including coordination and management of your healthcare with other providers.
- **Payment:** To bill and collect payment for the services we provide to you.
- **Healthcare Operations:** To improve our services, conduct quality assessments, and ensure compliance with legal and regulatory requirements.
- **Legal and Regulatory Requirements:** To comply with federal, state, and local laws, such as responding to a court order, subpoena, or other legal processes.

We will only share your PHI with individuals or organizations who need the information to perform these functions, and we will always ensure that your information is protected.

### **3. Your Rights Regarding Your Health Information**

You have the following rights concerning your PHI:

- **Right to Access:** You have the right to request copies of your health information in our possession. You may request to inspect or obtain a copy of your health records, subject to certain limitations.
- **Right to Correct:** If you believe that any information in your medical record is incorrect or incomplete, you have the right to request that we amend your records.
- **Right to Restrict Use and Disclosure:** You may request limitations on how we use or disclose your health information for purposes of treatment, payment, or healthcare operations.

- **Right to Request Confidential Communications:** You have the right to request that we communicate with you in a certain way or at a specific location if you feel that contacting you at your current address or phone number could put your privacy at risk.
- **Right to an Accounting of Disclosures:** You have the right to request a list of certain disclosures of your health information we have made.

#### **4. Our Responsibilities**

- We are required by law to maintain the privacy and security of your health information.
- We will provide you with this Privacy Notice that outlines our legal duties and privacy practices.
- We will notify you if there is a breach of your unsecured health information in accordance with applicable laws.

#### **5. How We Protect Your Health Information**

We implement strict administrative, physical, and technical safeguards to protect your health information from unauthorized access, use, or disclosure. This includes:

- Securing paper records in locked facilities and restricting access to authorized personnel.
- Using encryption and other security measures to protect electronic records.
- Regular training of staff members to ensure they understand their responsibilities regarding privacy and security.

#### **6. Changes to This Privacy Notice**

We may update this Privacy Notice from time to time. Any changes will be posted in our facility, and the new Privacy Notice will apply to all health information we maintain, even if it was created or received prior to the date of the new notice.

#### **7. Contact Us**

If you have any questions about this Privacy Notice, or if you wish to exercise any of your rights, please contact:

**Fuji Japan Care Home Privacy Officer**

Chieko Riccio

Phone: 808-393-5601

Email: [chiekoriccio@gmail.com](mailto:chiekoriccio@gmail.com)

Address: 134 Hoopiha Pl. Wahiawa, Hawaii 96786

If you believe your privacy rights have been violated, you may file a complaint with our Privacy Officer or with the U.S. Department of Health and Human Services.

