



Hazel Hawkins Memorial Hospital
911 Sunset Drive
Hollister, CA 95023
(831) 637-5711

April 14, 2003

Dear Community Member,

On April 14, 2003, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) became effective. This law outlines how your medical information can be used and disclosed with or without your authorization.

Under this law, San Benito Health Care District patients will be allowed access to their medical information or protected health information (PHI) in a different way. The new law also allows patients to report a concern or file a complaint by calling our hotline number **1-888-826-8433** or contacting the Department of Health and Human Services at **1-916-445-4171** or their web site at www.chhs.ca.gov.

The new HIPAA law requires public notification of these changes. To review the full document, "Notice of Privacy Practices", which outlines in detail the District's policy, you may pick up a copy at the hospital's reception desk or visit the District's web site at www.hazelhawkins.com. The following five (5) changes directly affect our patients. The patient has the right:

- To be provided a copy of the districts "Notice of Privacy Practices"
- To access their health information
- To request an amendment to their health information
- To request restrictions on uses or disclosures of their health information
- To an accounting or listing of disclosures involving their health information

To comply with the new HIPAA requirements, the workforce of the San Benito Health Care District is changing the manner in which business is conducted. Protecting the privacy and confidentiality of our patients is our primary concern. On your next visit to one of the District's facilities for care, you may be asked to complete forms and sign additional paperwork that were not necessary prior to April 14th, 2003.

The San Benito Health Care District consists of Hazel Hawkins Memorial Hospital, William and Inez Mabie Skilled Nursing Facility, Northside Convalescent Hospital, Community Health Clinic, and San Benito Home Health Agency.

Sincerely,

Carolyn Edwards, RHIA

Privacy Officer, San Benito Health Care District