



# LIFE

## ElderCare

### NOTICE OF INFORMATION SHARING PRACTICES

At LIFE ElderCare, we have the utmost respect for the privacy and well-being of each of our program participants. It is important for you to understand that the information you provide is maintained in strict confidentiality within your care team (Your care team may be comprised of LIFE ElderCare staff, Nursing program participants, your medical providers and/or your emergency contacts) with the following exceptions:

- 1) If we perceive possible abuse happening to you;
- 2) If you disclose serious intent to harm yourself or others;
- 3) If we perceive a possible health risk to you.

Additionally, a small number of trained representatives from LIFE ElderCare's governmental funding entities may review your file during their agency monitoring in order to assure that you are being provided with high quality service and support. This has no bearing on your right to receive services and will be done on an anonymous basis whenever possible. In addition, no reviewer will receive information that is sensitive such as medical information, social security numbers etc.

Confidential, Sensitive, and/or Personal information is only allowed to be disclosed to:

1. verified data subjects or an authorized legal
2. representative upon his/her request,
3. third parties with written consent from the
4. data subject/an authorized legal representative,
5. public agencies as permitted by law.

Any confidential information including information maintained, collected, accessed, or stored by a State agency or its Contractors/Vendors that is exempt from disclosure under the provisions of the PRA or other applicable State or federal laws will not be disclosed except to:

1. individuals to whom the information pertains or an authorized legal representative upon your request (proper identification required);
2. third parties with written consent from the Individual to whom the information pertains or an authorized legal representative;
3. public agencies for the purpose of administering the program as authorized by law;
4. fiscal intermediaries for payment for services; and government oversight agencies.

We must obtain written consent to access or release your personal information and that consent must include:

1. Your signature (as the individual to whom the information pertains) or the signature of an authorized legal representative;
2. The date signed;
3. The description of the records that you or conservator agrees to release.