

**GREEN HILLS RETIREMENT COMMUNITY
NOTICE OF PRIVACY PRACTICES**

April 3, 2017

Your privacy is a high priority for us and it will be treated with the highest degree of confidentiality. The Notice of Privacy Practices applies to all information and records related to your care that we have received or created. The Notice informs you about the possible uses and disclosures of your protected health information. It also describes your rights and obligations regarding your protected health information.

A complete Notice of Privacy Practices is located in the Resident Handbook.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a written complaint with our Privacy Official. The Privacy Official will review and respond to you in a timely manner. At any time, you may contact the Office of Civil Rights in the U.S. Department of Health and Human Services.

Office of Regional Operations
601 E 12th St., Room 349
Kansas City, MO 64106-2808
Phone: (816)426-3981
Fax: (816)426-2888

You will not be retaliated against for filing a complaint.

CONTACT INFORMATION

If you have any questions about this Notice or would like further information concerning your privacy rights, please contact the Privacy Official:

Mollie Frideres, Human Resources Director
Green Hills Health Care Center
2205 Green Hills Dr., Suite 100
Ames IA 50014
515-357-5000