

**MONTROSE MEMORIAL HOSPITAL**  
**GRAPEVINE**  
**January 18, 2008**

*Welcome New Employees*

Welcome to the following new MMH employees:

**Susan Garza – Patient Financial Services**  
**Suzanne Held – Environmental Services**



**Brush Up on Your HIPAA**

1. **Which of the following summarizes HIPAA's "minimum necessary" rule?**
  - a. Healthcare organizations grant access to and release only the patient information necessary to accomplish the specified purpose
  - b. Patients tell their doctors the least amount of information about their condition
  - c. Hospitals tell insurance companies only the date of a patient's service for reimbursement
  - d. Doctors refuse to tell specialists anything about a referred patient until the patient signs an authorization form
  - e. None of the above
2. **Patient privacy rights do *not* include which of the following?**
  - a. Right to file a privacy complaint with the U.S. Department of Health and Human Services
  - b. Right to refuse to sign an authorization
  - c. Right to erase portions of a medical record the patient believes are in error
  - d. Right to request certain restrictions on the disclosure of one's PHI
  - e. Right to opt out of fundraising communications
3. **An authorization is always required by HIPAA before using patient names and addresses for which of the following situations?**
  - a. Mailing newsletters about your facility's health-related services, such as mailing a notice to all female patients about opening a new women's health center
  - b. Mailing discount coupons for a newly-opened maternity clothing store to obstetrics patients
  - c. Mailing fundraising letters for your healthcare facility to all patients
  - d. Mailing lab results to a specific patient
  - e. Mailing instructions to a patient for her post-surgery care and suggestions for where to receive physical therapy
4. **Which of the following is not true of an authorization form?**
  - a. It must include the name of the organization or individual who will be the recipient of the patient information.
  - b. It must describe what patient information will be used or disclosed.
  - c. It must describe the purpose for the authorization (why or how the patient information will be used).
  - d. In most cases, it must be limited by an end date or specific event.
  - e. It must state that once signed, an authorization cannot be revoked.
5. **Healthcare workers need to know when they are permitted to share patient information. Which of the following statements is *not* true?**
  - a. In most cases, a patient's spouse is not entitled to have information about the patient.
  - b. Healthcare workers may share any relevant patient information with clergy so that clergy can rally friends on the patient's behalf.
  - c. Healthcare workers should ask patients for permission to discuss their care with spouses or other family members.
  - d. Usually a parent has the right to know about care to a minor, but other state and federal laws create exceptions to that rule.
  - e. When state regulations require a healthcare facility to report certain data, such as cases of infectious diseases, they may do so without patient authorization.

To see how well you have done on the quiz, see reverse side for answers.

**One kind word can warm  
three winter months.**

**Japanese Proverb**

**Answers:**

1. a
2. c
3. b
4. e
5. b

### *MMH Early Blood Draws*

We are beginning to receive calls asking about dates for the Health Fair 2008 and the early blood draws, so here is a brief list of the scheduled dates:

Early Blood Draws for MMH Employees, Volunteers, Physicians and Spouses will be Friday, February 1<sup>st</sup> from 6:30 a.m. to 9:00 a.m. in Conference Room A.

The only tests available for this early blood draw are (1) Chemistry & lipid profile which includes TSH and iron binding - \$40, (2) Hemoglobin A1c - \$35, (3) PSA for Prostate Health - \$30, and (4) CBC - \$20. A 12-hour fast is required for these tests, but please drink LOTS of water. No appointment is necessary and we accept checks and cash only.

Early Blood Draws for the Community will be February 5-9, 6:30 a.m. to 9:00 a.m. at the Montrose Pavilion. Appointments for the blood draws will be taken between January 28<sup>th</sup> and January 31<sup>st</sup> from 8:00 a.m. to 1:00 p.m. Ridgway early blood draws will be February 4<sup>th</sup> from 7:00 a.m. to 11:00 a.m.; and Olathe early blood draws will be February 4<sup>th</sup> from 6:30 a.m. to 9:30 a.m.

The Health Fair 2008 is Saturday, March 8<sup>th</sup>.

### *Wellness Coverage*

A reminder to employees who are on MMH health insurance:

Don't forget to submit your Health Fair receipts to EBMS for reimbursement. The Health Fair blood tests are eligible for reimbursement under the Wellness coverage of our medical insurance. If you have any questions, please call Sharon Kuster, our Benefits Coordinator, at 2696.

### *2007 W-2's*

W-2's must be mailed to employees by January 31 each year. We try to complete them earlier if possible but at this point we cannot predict when

they will be completed. Every January many employees call Accounting to ask about the W-2's, but this only slows down the process. Thank you for your patience and we will have the W-2's to everyone as soon as possible.

### *Employment Opportunities*

- Admissions Registrar – PRN – Admissions
- Biller – Full time – Patient Financial Services
- Cardiopulmonary Rehab Registered Nurse (PRN) Rehab
- Clinic Manager – Full time – Basin Clinic
- Dietitian/Diabetic Educator – Full time – Nutrition Services
- Dosimetrist – Part time – San Juan Cancer Center
- Exercise Technician or Exercise Physiologist – PRN – Rehab
- Housekeeper – Full time – Environmental Services
- Licensed Practical Nurse – PRN – Acute Rehab Unit
- Medical Assistant or LPN – PRN – Olathe Medical Clinic
- Medical Imaging Clerical Supervisor – Full time
- Pharmacist – Full time – Pharmacy
- Physical Therapist – Full time – Rehab
- Rehab Technician – Full time – Rehab
- Respiratory Therapist – Full time – Respiratory Care
- Ultrasound Technologist – Full time – Medical Imaging

### *Live Healthy*

As a recognized healthcare leader, Montrose Memorial Hospital is working to create a healthier environment for all of us.

Montrose Memorial Hospital and all of its campuses are **TOBACCO FREE**. Smoking and use of tobacco products at outdoor benches, sidewalks, parking lots, doorways and designated areas on hospital grounds are no longer allowed. **Thank you for supporting Better Health!**

**The fragrance of  
flowers spreads only  
in the wind. But the  
goodness of a person**

spreads in all  
directions.

CHANAKYA,  
Indian political thinker and  
writer