

**CROUSE COMMUNITY CENTER, INC.
SHERBURNE ADULT DAY HEALTH CARE**

PRIVACY

Policy:

All registrants shall be awarded privacy during treatment, discussions of personal information, including medical conditions and financial situations. This includes both physical privacies, free from observation from others and auditory privacy, free from being overheard by others and medical records.

Procedure:

1. Privacy will be provided whenever requested by the registrant and privacy will be provided;
 - a. During any medical treatment or monitoring including, but not limited to vitals, assessments, and conversation about registrant health;
 - b. During any discussion about registrant health, mental, emotional, cognitive including therapeutic conversations with the mental health provider and social worker;
 - c. During conversations about financial situations;
 - d. All assessments shall be provided in a private space, where registrants/registrant's legal representative cannot be overheard, and;
 - e. When the registrant is using the telephone or having a visit with family or friends during program hours.
2. Privacy shall be provided when registrants are using the toilet and at all times when their clothes are removed, either for toileting or treatment and observation.
3. Registrant's privacy shall be protected at all times.
4. Medical records will be kept in a secure area where it will be kept private and confidential.

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5. The exam room will be used to provide privacy during assessments or while care is being given. The conference room will be available for visitation and or phone conversations when requested by the registrant. A cordless phone is available for the registrant to use so they may talk on the phone where they choose.