

## **Virtue Assisted Living Inc**

### **Information Use and Protection Policy for Referrals**

All Virtue Assisted Living Inc locations, including Saint Joseph Village, are committed to protecting the privacy and security of all personal information submitted through our referral process. Here's how we use and protect the information you provide:

1. Information Usage:
  - Initial Assessment: The information you provide will be used solely to assess the potential resident's care needs and determine if our facility can meet those needs.
  - Contact Purposes: We may use the provided contact information to reach out to the referring professional or the potential resident/their family to gather additional necessary information.
  - Care Planning: If admitted, the initial information will form the basis of the resident's care plan, which will be further developed upon admission.
2. Information Protection:
  - Secure Transmission: Our online referral form uses encryption technology to ensure that all data transmitted is secure.
  - Limited Access: Only authorized personnel involved in the admissions process have access to the referral information.
  - Secure Storage: All electronic records are stored on secure, password-protected servers. Any physical documents are kept in locked filing cabinets.
  - Data Retention: We retain referral information for [specify time period, e.g., 6 months] for non-admitted individuals. For admitted residents, the information becomes part of their resident record and is retained in accordance with state regulations.
3. Confidentiality:
  - Staff Training: All our staff undergo regular HIPAA training and are bound by strict confidentiality agreements.
  - No Information Sharing: We do not share, sell, or distribute any personal information to third parties unless required by law or with explicit consent from the individual or their legal representative.
4. Your Rights:
  - You have the right to request access to, correction of, or deletion of the personal information provided, subject to legal and regulatory requirements.
  - You may withdraw your referral and request deletion of the provided information at any time before admission.
5. Consent:
  - By submitting this referral form, you confirm that you have obtained consent from the potential resident or their legal representative to share this information with us.
6. Updates and Changes:
  - We may update this policy periodically. Any significant changes will be communicated through our website and to our referring partners.