

# INSIGHT SURGERY CENTER

## PATIENT RIGHTS AND RESPONSIBILITIES

### PATIENT RIGHTS

#### Decision Making

You or your representative(s) have the right to:

- Be informed before care is given or discontinued whenever possible.
- Receive accurate and current information regarding your health status in terms you can understand, allowing you to make informed decisions.
- Participate in planning for your treatment, care and discharge recommendations. A surrogate of your choice may represent you if you cannot make your own decisions according to state law.
- Receive an explanation of proposed procedure or treatment, including risks, serious side effects and treatment alternatives, including request for second opinion or specific treatment.
- Participate in managing your pain effectively.
- Receive emergency care or transfer to higher level of care (hospital) should this be necessary, providing full explanation of the need based on your medical condition & without needing to wait for authorization.
- Have persons of your choice promptly notified of hospital admission.
- Write a Living Will, Medical Power of Attorney, and/or a CPR Directive.
- Accept, refuse or discontinue a treatment or drug to the extent permitted by law and to be informed of the consequences of such refusal.
- Accept, refuse or withdraw from clinical research.
- Accept, refuse or withdraw from diagnostic or therapeutic procedures.
- Choose or change your healthcare provider.

#### Equality of Care

You have the right to:

- Respectful treatment, which recognizes and maintains your dignity and personal values without discrimination on the basis of race, color, national origin, sex age or disability.
- Accurate information about facility where services are received and credentials of health care personnel involved in your care.
- Interpreters and/or special equipment to assist with language needs.
- Information on how to obtain auxiliary aids or services should these be required.
- Information on names and function of persons involved in your direct care.
- Information about continuing healthcare requirements following discharge, including how to access care after hours.

#### Confidentiality and Privacy

You have the right to:

- Personal privacy and care in a safe setting free from all forms of abuse or harassment and any act of discrimination or reprisal.
- Personal information being shared only with those who are involved in your care.
- Confidentiality of your medical and billing records.
- Notification of privacy practices.
- Notification of breach of unsecured personal health information.

#### Grievance Process

You or your representative has the right to:

- Fair, fast, and objective review of any complaint you have against your health plan, physician or healthcare personnel without fear of reprisal.
- Submit a formal complaint either verbally or in writing as shown below. You will receive a written notice of decision within 15 business days from when the complaint was made known.

**Administrator of ASC serving as Compliance Officer:** 303-708-2943

**Colorado Department of Health** 303-692-2904 or email: [hfdintake@cdphe.state.co.us](mailto:hfdintake@cdphe.state.co.us)

**Department of Registry Agency** 303-894-7800 or email: <http://www.dora.state.co.us/medical/complaints.html>

**CMS Ombudsman** <http://www.medicare.gov/claims-and-appeals/medicare-rights/get-help/ombudsman.html>

CMS 1-800-MEDICARE (1-800-633-4227)

**Office of Inspector General** <https://www.oig.hhs.gov/hotlineoperations>

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OIG 800-447-8477 or US Department of Health & Human Services, Attn: OIG Hotline Operations, P.O.BOX 23489, Washington D.C. 20026

**Office of Civil Rights** <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

**The Joint Commission for Accreditation** <http://www.jointcommission.org>.

**Accreditation Association of Ambulatory Health Care** [www.aaahc.org](http://www.aaahc.org)

## **Access to Medical Records**

You have the right to:

- Speak privately with health care providers knowing your health care information is secure.
- Review and receive a copy of your Medical Records (including electronic format) upon written request and received within 30 days by secure transmission.

## **Seclusion and Restraints**

You have the right to:

- Be free from seclusion or restraint for behavioral management unless medically necessary to protect your physical safety or the safety of others.

## **Billing**

You have the right to:

- Information specific to fees for services and payment policies prior to date of services.
- Payment privacy when you choose to opt out of insurance coverage, in accordance with federal regulations.

## **PATIENT RESPONSIBILITIES**

### **Providing Information**

You have the responsibility to:

- Provide accurate and complete information about present complaints, past illnesses, hospitalizations, current use of prescribed or OTC medications, and nutritional supplemental products and other health-related matters.
- Report perceived risks in your care and unexpected changes in your condition.
- Provide an Advanced Directive if you have one.
- Provide accurate and updated demographic and contact information for insurance and billing.

### **Involvement**

You have the responsibility to:

- Participate in your plan of care and follow the recommended treatment plan.
- Ensure you have a designated responsible adult to provide transportation and assist with your care for 24 hours.

### **Respect and Consideration**

You have the responsibility to:

- Act in a respectful and considerate manner toward healthcare providers, other patients, and visitors; physical or verbal threats or conduct which is disruptive to business operations will not be tolerated.
- Be respectful of the possessions or property of others.
- Be mindful of noise levels.

### **Insurance Billing**

You have the responsibility to:

- Know the extent of your insurance coverage.
- Know your insurance requirements including pre-authorization, deductibles and co-payments are expected at time of services.
- Call the billing office with questions or concerns regarding your bill.
- Fulfill your financial obligations as promptly as possible.

### **Physician Ownership**

InSight Surgery Center is proud to have physician ownership by C. Starck Johnson, M.D., Howard Amiel, M.D., M.S., Sumit A Sitole, M.D., Miriah Teeter, M.D., Murtaza Adam, M.D., and Salil Shukla, M.D.