

TSAB NTAWV QHIA TXOG QHOV UAS COJ UA TSIS PUB LWMTUS PAUB

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NPE TEJ PHAB

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DAIM NTAWV QHIA KEV COJ UA TSIPUB TWG PAUB
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HOMTHAWJ: DAIM NTAWV QHIA NO HAIS TXOG KEV SIV THIAB TSO KOJ TEJ NTAUBNTAWV KEV KHOMOB
TAWM THIAB KOJ YUAV RHO TAU TEJ NTAUBNTAWV TAWM LICAS. THOV SAIB KOM ZOO.

PEB KEV COGLUS TXOG KOJ TEJ NTAUBNTAWV KHOMOB:

Peb totaub haistias koj tej ntaubntawv khomob thiab koj li kev nojqaab nyobzoo yog koj li xwb thiab peb yuav saibxyuas tej ntaubntawv ntawd zoo. Peb ua tau ib co ntaubntawv khaws tseg txog tej kev tu mob thiab kev pab txog mob nkeeg uas koj tau ntawm peb. Peb yuav tsum tau tej no es thiaj pab tau koj rau qhov uas tsimnyog, xwv thiaj ua tau raws li kevcai lijchoj cuab tseg, thiab thaum muaj kev cheemtsum yuav los kom peb muaj. Daim ntawv qhia no hais txog txhua yam ntaubntawv uas sau tseg txog koj nyob hauv qhov chaw khomob no, yuav nyiam yog cov uas peb cov neeg ua tseg losyog koj tus kws khomob ua tseg los xij. Lwm cov neeg tus mob kuj yuav muaj cai txawv hais txog kev siv thiab tso koj tej ntaubntawv khomob tawm raws li tau rhawv muaj hauv lawv qhov chaw saibxyuas mob.

Daim ntawv qhia no yuav qhia tau koj txog qhov uas peb muaj feem siv thiab tso koj tej ntaubntawv khomob tawm. Peb kuj hais txog koj txoj cai thiab lwmyam feemxyuam uas peb muaj txog kev siv thiab tso ntaubntawv khomob tawm.

Kevcai lijchoj cub tseg kom peb:

- Saibxyuas tej ntaubntawv khomob uas hais txog koj kom zoo;
- Peb muab daim ntawv qhia txog peb txoj cai thiab kev coj ua tsis pub twg paub txog koj tej ntaubntawv khomob; thiab
- Ua raws li cov lus uas hais hauv daim ntawv qhia es tseem tabtom siv no.

LEEJTWG YUAV UA RAWLS LI DAIM NTAWV QHIA NO

Daim ntawv qhia no hais txog peb kev coj thiab lwmtus uas yog:

- Tus neeg uas raug tso cai sau ntaubntawv rau hauv koj daim ntawv khaws ntaubntawv khomob.
- Peb cov chaw ua haujlwm thiab cov chaw tu mob hauv tsev khomob.
- Cov neeg uas yeem ua haujlwm pub dawb pab peb thaum peb kho koj.
- Tag nrho cov tub ua haujlwm, cov neeg uas nyob rau hauv, thiab lwmtus uas peb ntiav los ua haujlwm.
- Aspirus, thiab cov neeg, cov chaw, thiab tej thaj tsam uas koom kev ua haujlwm uake.

PEB YUAV SIV THIAB TSO KOJ COV NTAUBNTAWV KHOMOB TAWM LICAS

Aspirus yog Tib Lub Hauv Paus Tau Kev Pov Hwm (Single Affiliated Covered Entity) uas muaj nws tej chaw thiab tej thaj tsam, txhua tus uas ua raws li cov kev cai hauv daim ntawv tshaj tawm no. Tsis tag li xwb, Aspirus, Inc., koom rau hauv ib los yog ntau qhov Kev Npaj Tswv Yim Kho Mob (Organized Health Care Arrangements). Cov ua tswv cuab rau hauv Tib Lub Hauv Paus Tau Kev Pov Hwm thiab qhov Kev Npaj Tswv Yim Kho Mob muaj cai sib koom tej ntaub ntawv kho mob kom los mus ua tau txoj haujlwm kev kho mob, kev them nqi, thiab cov kev kuaj/kho mob raws li piav rau hauv daim ntawv tshaj tawm no.

Cov nqe lus qhia nramqab no hais txog tej yam uas peb siv thiab tso koj tej ntaubntawv mob nkeeg tawm. Hauv txhua nqe kev siv thiab tso tawm peb yuav qhia tias yog licas thiab yuav ua zoo muab lus pivtxwv txog. Tsis yog txhua yam uas yuav siv thiab tso tawm yuav raug tso huv si. Txawm li ntawd los, yam uas raug tsocai rau peb siv thiab tso tawm yuav raug raws li cov nqi lus uas muaj.

- **Hais Txog Kev Tu Mob.** Peb yuav siv koj tej ntaubntawv khomob los muab kev tu thiab pab koj. Yuav tso koj tej ntaubntawv tawm rau lwmtus kws khomob, cov neeg tu mob, cov neeg kuaj mob, cov tub kawm khomob, losyog lwmtus neeg khomob uas nrog kho koj hauv peb lub chaw khomob no. Piv txwv li, tus kws khomob uas kho koj vim raug lovceg yuav xav paub tias koj puas muaj ntshav qabzib vim ntshav qabzib yuav ua rau koj zoo qeeb. Dhau li ntawd, tus kws khomob yuav hais rau tus kws qhia kev noj haus es peb thiaj muab tau yam khoom noj uas haum koj. Lwm qhov chaw kuaj mob hauv tsev khomob no kuj yuav koom lawv koj tej ntaubntawv khomob uake lawv thiaj pab tau koj li uas cheemtsum tau, xwslu kev noj tshuaj, kev kuaj mob, thiab kev yeas duab. Peb kuj yuav tso koj tej ntaubntawv khomob tawm rau cov neeg sab nraud uas muaj feem txuamyuaj rau kev tu koj tus mob, xwslu, tsev neeg, cov xibfwb, losyog lwmtus uas peb siv los nrog pab tu koj.
- **Hai Txog Them Nqi.** Peb yuav siv thiab tso koj tej ntaubntawv khomob tawm txog qhov uas peb kho koj thiab lwmyam uas koj tau kev pab los ntawm peb qhov chaw khomob no kom peb xa tau nqi thiab tau nyiaj txhawm nqi zog los ntawm koj, cov povhwm, losyog lwmtus. Piv txwv li, peb yuav muab koj tej ntaubntawv povhwm hais txog koj kev phais mob es kom luag thiaj them losyog ntxiv nyiaj rau peb rau qhov uas phais koj. Peb tseem yuav qhia koj lub chaw povhwm txog kev uas yuav kho koj ntxiv los muab kev pomzoo uantej thiaj paub tias koj li povhwm yuav duav tau qhov uas kho.
- **Hais Txog Kev Ua Haujlwm.** Peb yuav siv thiab tso koj tej ntaub ntawv mob nkeeg tawm rau lub tsev khomob no kev siv ua haujlwm. Cov kev siv no cheemtsum muaj los pab peb txoj kev ua haujlwm rau peb cov neeg mob kom zoo ntxiv. Piv txwv li, peb yuav siv ntaubntawv khomob los xyuas txog kev kho thiab pabcuam thiab ntsuas cov neeg ua haujlwm uas tu koj. Peb tseem yuav siv tej ntaubntawv khomob ntawm cov neeg mob los tso uake xam seb yam kev pab twg uas tsimnyog peb yuav tau npaj muaj ntxiv, yam twg uas yuav tso tseg tsis muaj lawm, thiab saib seb tsav yam kev khomob tshiab puas mus tau zoo. Peb yuav tso koj tej ntaubntawv tawm rau lwmtus kws khomob, cov neeg tu mob, cov neeg kuaj mob, cov tub kawm khomob, losyog lwmtus neeg khomob xyuas thiab ua kev kawm. Peb kuj yuav muab tej ntaubntawv khomob uas peb tau koom nrog lwm lub chaw khomob seb peb ua tau zoo li cas thiab xyuas seb yam twg yog yam uas yuav ua kom zoo ntxiv rau tej kev pab uas peb muaj. Peb yuav muab tej ntaubntawv uas qhia rau lwmtus paub txog koj rho tawm es lwmtus uas saib tej ntaubntawv khomob ntawd thiaj kawm tau kev khomob thiab lwmyam kev pab khomob yam uas tsi paub tias tus neeg yog leejtwg.
- **Kev Ceebtoom Sijhawm Ntsib thiab Kev Khomob.** eb yuav siv thiab tso koj tej ntaubntawv khomob tawm thiaj teem tau sijhawm losyog qhia koj paub txog qho yam kev khomob uas koj xaiv tau losyog xav tias zoo rau koj.
- **Tej Yam Uas Zoo thiab Pab Tau.** Peb yuav siv thiab tso koj tej ntaub ntawv mob nkeeg tawm los qhia koj txog tej yam uas zoo losyog pab tau koj uas koj xav tau. Peb tseem yuav siv thiab tso qho yam ntaub ntawv mob nkeeg txog koj rau lwmyam kev siv taw qhia, kev txiavtxim siab, thiab kev nrhiav nyiaj txiag,

no yog nyob ntawm koj seb yuav kam siv thiab tso tawm los tsi kam xwb.

- **Tsev Khomob Kev Taw Qhia (pub rau tsev khomob siv xwb).** Peb yuav tso qho yam ntaubntawv txog koj rau hauv cov ntawv taw qhia lub sijhawm uas koj muaj mob es tuaj hauv tsev khomob. Cov ntaubntawv no yog xwsli koj npe, nyob qhov twg hauv tsev khomob, koj nyob licas (xwsli, zoo mentsis, khov lawm, etc.), thiab koj li kev teevtiam. Tej ntaubntawv taw qhia tsuas tshwj hais txog kev teevtiam, kuj yuav raug tso tawm rau tus neeg uas nug txog koj npe paub thiab. Koj li kev teevtiam los kuj yuav tso rau tus uas yog xibhwb, xws li tus “priest” losyog tus “rabbi”, txawm tias lawv tsi nug kiag koj npe los xij. Qhov no yog ua kom koj tsev neeg, phoojywg, thiab tus xibhwb tuaj saib tau koj hauv tsev khomob thiab ho paub tias koj khees licas lawm.
- **Tus Neeg Uas Muaj Feem Tu Koj losyog Them Nqi Tu Koj.** Peb yuav tso tej ntaubntawv khomob uas hais txog koj rau tus phoojywg losyog tsev neeg tus uas muaj feem tu koj. Peb kuj yuav muab cov ntaubntawv ntawd rau tus uas pab them nqi tu koj. Yog tias koj pw hauv tsev khomob, peb yuav qhia koj tsev neeg losyog tus phoojywg txog koj tus mob thiab qhia tias koj nyob hauv tsev khomob. Dhau ntawd, peb yuav tso tej ntaubntawv txog koj kev mob nkeeg rau cov neeg uas saibxyuas txog kev piamsij es thiaj qhia tau rau koj tsev neeg txog koj tu mob seb zoo licas thiab nyob qhov twg.
- **Kev Nrhiav Nyiaj Txiag.** Peb yuav siv cov ntaubntawv uas hais txog (npe, chawnyob, lwm yam cuag tau koj, hnoob nyoog, seb yog poj niam txiv neej, hnuv yug, cov hnuv uas koj tau txais kev khomob losyog kev pab, qhov chaw koj tau txais kev pab, koj tus kws khomob, seb thaum kawg zoo licas, thiab kev puas muaj pab kas phais kho mob) tawm hauv koj cov ntaubntawv khomob los hu cuag koj los ua kev nrhiav nyiaj, thiab yuav tso cov ntaubntawv no rau Aspirus Foundation nrhiav nyiaj. Koj muaj cai tsis txais cov xov xwm nrhiav nyiaj no tsuav yog koj tiv tauj qhov chaw yog thaum koj txais tau qhov xov xwm.

Txoj cai Tsi Pub Twg Paub Hauv Xeev Cai Lijchoj (The Privacy Rules and State Law) tso rau peb siv thiab tso koj tej ntaubntawv tawm yam tsi yuav koj li lus tsocai losyog pomzoo raws li tau hais nramqab no.

- **Ua Raws Li Cai Lijchoj.** Peb yuav tso koj tej ntaubntawv tawm thaum uas txoj cai lijchoj hauv tebchaws, hauv xeev thiab hauv cheebtsam xwv kom peb tso.
- **Teebmeem Mob Nkeeg Rau Zeejtsoom.** Peb yuav tso koj tej ntaub ntawv mob nkeeg tawm hais txog zeejtsoom kev nojqaab nyobzoo. Nws muaj li nramqab no:
 - Tivthaiv losyog tswj kab mob, kev raug mob losyog kev zoo tsi tsheej;
 - Qhia kev yug thiab tag sim neej;
 - Qhia kev menyuum raug tsim losyog tsi saibxyuas;
 - Qhia txog yuam tshuaj losyog teebmeem tshuaj;
 - Qhia txog kev hu thim tej yam tshuaj uas neeg siv rov qab;
 - Qhia tus neeg uas muaj feem kis tau kab mob losyog ntxim li yuav kis tau losyog coj mus kis tau; thiab
 - Qhia rau tsoomhvw qhov chaw tswjxwm uas peb ntseeg tau tias muaj tus neeg mob raug tsim, tsi saibxyuas txog, losyog muaj kev heev tsim. Peb tsuas qhia tej no yog tias koj pomzoo xwb losyog raug kev cai lijchoj xwv kom hais.

- **Kev Saibxyuas Kev Nojqab Nyobzoo.** Peb yuav tso koj tej ntaubntawv khomob tawm rau ib lub chaw uas saibxyuas kev nojqab nyobzoo es raug tsocai ntawm kev cai lijchoj. Cov uas saibxyuas li no yog xws li, cov tshuaj ntaubntawv, cov txoj taug teebmeem, cov saib kev xyuamxwm, thiab cov ua ntawv tsocai. Tej no muaj feem rau tsoomhvw kev tswj xwm tus kev khomob nkeeg, tsoomhvw li txheemtxheem, thiab ua raws li cov cai lijchoj uas kav pejxeem txoj cai.
- **Kev Haisplaub thiab Kev Tsis Sib Haum.** Yog koj muaj feem rau ib qho kev sib haisplaub losyog kev tssi sib haum, peb yuav tso koj tej ntaubntawv khomob tawm raws li tsev haisplaub losyog cov tswjcai hais. Peb tseem yuav tso koj tej ntaubntawv khomob tawm raw li kevcai los ntawm lwmtus uas raug haisplaub raws li kevcai lijchoj hauv tsoomhvw loj, hauv xeev, losyog hauv cheebtsam thiab.
- **Tub Ceevwm.** Peb yuav tso tau koj tej ntaubntawv khomob tawm yog tub ceevwm hais kom tso:
 - Ua li tsev txiavplaub hais, ntawv yuam kom mus, ntawv tso cai ntes mus, ntawv hu kom mus losyog lwmyam uas zoo li hais no;
 - Nrhiav tus neeg ua txhaum, neeg khi txim, tus ua timkhawv, losyog tus neeg ploj lawm.
 - Txog tus raug limhiam yog tias, qho yam, ua rau peb muab tsis tau kev pomzoo ntawm nws;
 - Txog kev ua yuam cai hauv lub tsev khomob no; thiab
 - Thaum muaj xwm tites titaw yuav qhia kev ua txhaum cai; qhov chaw uas muaj ua txhaum cai; losyog qhia tus neeg, piav txog, losyog qhia qhov chaw uas tus neeg ua txhaum cai lijchoj nyob.
- **Cov Kws Saib Tuag, Kws Tshuaj Neeg Tuag, Thawj Pamtug.** Peb yuav tso koj tej ntaubntawv khomob mus rau tus kws saib tuag losyog tus tshuaj neeg tuag. Yuav tau ua li no, piv txwv li, yog ua los qhia seb tus tuag yog leejtwg losyog qhia tias yog vim licas tuag. Peb haj tseem yuav tso cov ntaubntawv khomob txog tug tuag hauv tsev khomob rau tus thawj pam tuag kom lawv thiaj ua tau lawv txoj haujlwm.
- **Kev Tshawbfawb.** Muaj qho zaug, peb yuav siv losyog tso koj cov ntaubntawv khomob tawm los siv ua kev tshawbfawb.

Piv txwv li, qhov kev tshawbfawb no yog muaj feem sib piv kev nojqab nyobzoo thiab kev zoo mob ntawm txhua tus neeg mob uas tau siv ib yam tshuaj piv rau lwmtus es siv lwm yam tshuaj rau tib hom mob. Tag nrho txhua yam kev tshawbfawb puavleej yuav tsum tau kev pomzoo yam tshwjxeeb. Qhov no yog xyuas txog tej uas tshawbfawb thiab kev siv ntaubntawv khomob, los pab xyuas txog kev cheemsum ntawm kev tshawbfawb thiab tus neeg mob tej uas tsis pub lwmtus paub txog lawv tej kev mob nkeeg. Uantej peb siv losyog tso cov ntaubntawv khomob tawm ua kev tshawbfawb, yam kev tshawbfawb no twb yeej tau lus pomzoo raws li kabke tshawbfawb lawm. Peb kuj yuav siv losyog tso koj cov ntaubntawv khomob tawm rau cov neeg npaj muaj kev tshawbfawb, piv txwv li, tso pab lawv nrhiav cov neeg uas muaj tseem tus mob uas xav nrhiav txog, yog tias lawv yuav tsi nqa tej ntaubntawv no tawm hauv lub tsev khomob no mus. Peb ib txwm nug yuav koj li lus tsocai yog tus neeg tshawbfawb xav tau koj npe, chawnyob, losyog lwmyam ntaubntawv uas yuav qhia tau rau luag tias koj yog leejtwg, losyog muaj feem rau kev kho koj hauv lub tsev khomob no.

- **Tivthaiv Yam Uas Ua Teebmeem Loj Rau Kev Xyuamxwm losyog Ruaj Ntseg.** Peb yuav siv thiab tso koj tej ntaubntawv khomob tawm thaum tsimnyog lawm los ua kev tivthaiv yam uas ua teebmeem loj rau kev nojqab nyobzoo thiab kev ruaj ntseg ntawm lajmej pejxeem losyog lwmtus neeg. Kev siv li no, tsuas yog siv rau tus uas muaj cuabkav tivthaiv tau qhov teebmeem no nkaus xwb.
- **Khoom Nrog Cev thiab Cev Nqaij Pub Lwmtus (yog cov neeg hauv tsev khomob xwb).** Yog tias koj yog ib tus neeg uas pub khoom nrog cev, peb yuav tso cov ntaubntawv khomob rau cov koomhaum uas saibxyuas khoom nrog cev losyog, khoom nrog cev, qhovmuag, losyog kev hloov cev nqaij, losyog lub chaw rau khoom nrog cev pub dawb, los pab khaws khoom nrog cev losyog cev nqaij thiab kev hloov cev nqaij.

Muaj qho zaug, txoj cai tsipub twg paub tsocai rau peb siv losyog tso koj tej ntaubntawv khomob tawm rau kev ua haujlwm ntawm tsoomhvw.

- **Tubrog thiab Qub Tubrog.** Yog tias koj yog tswvcuab ntawm tubrog, peb yuav tso koj tej ntaubntawv khomob tawm raws li tsoom thawj tubrog hais. Peb haj tseem yuav tso tej ntaubntawv khomob txog tubrog txawv tebchaws rau cov chaw thawj tubrog txawv tebchaws thiab.
- **Kev Pabcuam Txhawm Nqi Zog Neeg Ua Haujlwm.** Peb yuav tso koj tej ntaubntawv khomob rau tus txheejtxheem kev pabcuam txhawm nqi zog neeg ua haujlwm losyog lwm tus txheejtxheem. Cov txheejtxheem no pub kev pabcuam rau cov neeg uas ua haujlwm raug mob.
- **Txog Kev Tivthaiv Tebchaws thiab Kev Tshuaj Xwm.** Peb yuav tso koj tej ntaubntawv khomob rau tsoomhvw cov neeg tshuaj xwm, ntxeev xwm, thiab lwm hom xyuas kev tivthaiv tebchaws xwv tso raws txoj cai.
- **Cov Zov Thawj Pwmtsav thiab Lwmtus.** Peb yuav tso koj tej ntaubntawv khomob tawm raws tsoomhvw cai xwv thiaj muab tau kev tivthaiv rau Thawj Pwmtsav, lwmtus neeg raug tsocai losyog neeg thawj txawv tebchaws, losyog muaj kev sojntsuam txog.
- **Neeg Raug Txim thiab Tub Ceevwm.** Yog koj yog neeg raug txim hauv ib lub tsev kho neeg raug txim losyog raug tub ceevwm muab tau, peb yuav tso koj tej ntaubntawv khomob rau lub tsev kho neeg raug txim losyog tub ceevwm. Qhov no yog muab tau (1) rau lub chaw kho neeg raug txim pab kev nojqab nyobzoo; (2) pab koj kev nojqab nyobzoo thiab tivthaiv koj losyog lwmtus; losyog (3) tivthaiv qhov chaw uas kho neeg raug txim.

KOJ TXOJ CAI TXOG KOJ TEJ NTAUBNTAWV KHOMOB

Koj muaj cai raws li nram no txog koj tej ntaubntawv khomob uas peb khaws tseg:

- **Muaj Cai Tshawb Xyuas thiab Luam Khaws Tseg.** Koj muaj cai tshawb xyuas thiab luam tej ntaubntawv khomob khaws tseg cia ua kev siv los pab txiavtxim xaiv kev kho koj. Txeev txeev muaj li yog, ntaubntawv khomob thiab ntawv nqi, tabsis tsis muaj cov uas sau txog kev kuaj txoj kev xav. Koj muaj cai mus muab tau cov qauv ntawm cov ntaubntawv tso hauv hluav taws xob no yog tias tej no twb muaj tso rau hauv hluav taws xob lawm.

Yog yauv tshawb xyuas thiab luam ntaubntawv khomob khaws cia coj los siv txiavtxim txog koj, koj yuav tsum tau sau ntawv thov txog lub rooj saibxyuas Health Information Management hauv Aspirus qhov chaw uas kho koj. Yog koj xav tau ib daim luam khaws tseg, peb yuav kom koj them nqi luam ntawv, xa ntawv, losyog lwmyam uas siv los muab koj li ntawv rau koj.

Peb yuav tsis kam muab li koj tau hais kom tshawb xyuas thiab luam ntaubntawv khaws tseg. Yog tias tsis kam koj muab tau koj cov ntaub ntawv khomob, koj muaj cai hais kom lawv rov xyuas koj tej lus thov dua. Yuav muaj ib tus neeg saibxyuas mob rov los xyuas dua qhov uas koj thov thiab qhov uas tsis kam muab. Tus neeg uas rov los saibxyuas tsisyog tus uas ntxov tsis kam rau koj lawm. Peb yuav ua raws li kev saibxyuas zaum no.

- **Txoj Cai Kho.** Yog koj xav tias cov ntaubntawv khomob uas peb muaj txog koj ntawd tsis raug thiab tsis muaj tas, koj yuav hais kom hloov los tau. Koj muaj cai hais kom muab kev hloov ntev li uas ntev tau yog tias cov ntaubntawv no yuav cia khaws tseg rau hauv lub chaw khomob no.

Yog xav kom hloov, koj yuav tsum sau ntawv thiab xa mus rau hauv Aspirus, Attention Privacy Officer, 425 Pine Ridge Boulevard, PO Box 1395, Wausau, WI 54402-1395. Ntxiv ntawd, koj yuav tsum muaj qhov los txhawb koj kev thov hloov no. Peb yuav tsis kam koj li kev thov hloov yog tsis sau ntawv losyog tsis muaj tus qabhau txhawb koj kev thov.

Ntxiv ntawd, peb yuav tsis kam hloov yog koj kom peb hloov cov ntaubntawv uas:

- Tsisyog peb ua, tsuas tshwj tias ntshe tus neeg losyog qhov chaw uas ua cov ntaubntawv hloov tsis tau lawm xwb,
- Tsisyog tej ntaub ntawv uas peb losyog lub qhov chaw khomob khaws tseg;
- Tsisyog ib co ntaub ntawv uas koj muaj cai tshawb xyuas losyog luam khaws tseg; losyog
- Hais yog thiab hais meej lawm.

- **Txoj Cai los mus Txais Accounting of Disclosures (Cov Npe txog Kev Nthuav Tawm).** Koj muaj txoj cai los mus thov “accounting of disclosures (cov npe txog kev nthuav tawm).” Nov yog cov npe txog kev nthuav tawm koj cov ntaub ntawv kho mob uas peb tau muab nthuav tawm lawm.

Yog hais txog yuav yuav cov ntaubntawv no losyog tej ntaubntawv khaws tseg, koj yuav tsum sau ntawv hais mus rau hauv Health Information Management hauv Aspirus qhov chaw uas koj mus khomob. Koj daim ntawv yuav tsum hais txog ib lub sijhawm uas tsis pub ntev dhau li rau lub xyoos thiab tsis pub muaj cov hnuv uas yog uantej lub 4 hlis 14, 2003. Koj daim ntawv yuav tsum hais meej tias koj yuav tej ntaubntawv li cas (xwsl: yog tso hauv ntawv losyog hauv electronically). Thawj cov ntawv uas koj hais kom muab hauv thawj 12 lub hlis yog dawb xwb. Yog yuav ntxiv, peb yuav kom koj them tus nqi uas npaj cov ntawv rau koj. Peb yuav qhia tus nqi rau koj thiab seb koj yuav yuav losyog tsis yuav losyog xaiv tso tseg tej yam ntawv lub sijhawm uas tsis tau xam tus nqi rau.

- **Kev Tswj Kev Hais Kom Txhob Muab.** Koj muaj cai hais kom tswj losyog tso muaj nrim rau cov ntaubntawv khomob uas peb siv losyog tso tawm txog koj los ua kev tu mob, them nqi, losyog khomob. Koj haj tseem muaj hais kom tso muaj nrim txog tej ntaubntawv uas peb tso txog koj mus rau lwmtus es muaj feem kho koj losyog them nqi kho koj, xws li koj tsev neeg losyog tus phoojywg. Piv txwv li, koj yuav hais tau kom peb txhob siv losyog tso cov ntaubntawv tawm hais txog koj kev phais mob.

Peg yuav tsis tag ua li koj tau hais, tshwj yog thaum koj twb tau them tag nrho tus nqi kho mob thiab tau thov kom tsis txhob xa cov xov xwm mus rau hom kev kho mob mus kom luag them nqi lossis ua haujlwm kho mob. Muaj cai tso tawm yog tias ua kev kho mob lawm. Yog tias peb kam, peb yuav ua raws li koj hais lawm tsuas tshwj tias cov ntaubntawv yog siv los kho koj thaum muaj xwm tites titaw.

Yog yuav hais kom txhob muab, koj yuav tsum hais los ntawm kev sau ntawv mus rau Aspirus, Attention Privacy Officer, 425 Pine Ridge Boulevard, PO Box 1395, Wausau, WI 54402-1395. Hauv koj daim ntawv, koj yuav tsum qhia peb (1) seb koj yuav kom muab raws nrim li cas; (2) seb koj yuav txwv qhov uas siv losyog tso tawm losyog ob qho tib si; thiab (3) leejtwg uas koj xav kom txwv tsis muab rau, piv txwv li, tso tawm rau koj tus txwjnkawm.

- **Txoj Cai Hais Kom Muaj Kev Sib Hais Tsis Pub Twg Paub.** Koj muaj cai hais kom peb tham nrog koj txog kev mob nkeeg raws li qho txoj kev ua losyog qho qhov chaw. Xwsli, koj hais kom peb ntsib koj ntawm qhov chaw ua haujlwm losyog ntsib los ntawm kev sau ntawv xwb.

Yog xav hais kom ua qhov uas sib hais tsis pub twg paub, koj yuav tsum hais los ntawm kev sau ntawv mus rau Aspirus, Attention Privacy Officer, 425 Pine Ridge Boulevard, PO Box 1395, Wausau, WI 54402-1395. Peb yuav tsis nug seb yog tim lidas. Peb yuav ua li tau hais lawd. Koj yuav tsum qhia seb yog koj xav ntsib lidas thiab yog ntsib nyob rau qhov twg.

- **Txoj Cai Uas Tau Ib Tsab Ntawv Taw Qhia No.** oj muaj txoj cai uas tau ib tsab ntawv taw qhia no. Koj yuav hais kom peb muab ib tsab rau koj thaumtwg los tau. Txawm yog tias koj twb pomzoo tau ib tsab li no electronically los xij, koj tseem muaj cai tau ib tsab ntawv taw qhia uas yog tseem ntawv.

Yog xav tau ib tsab ntawv taw qhia no luam tseg ua tseem ntawv, thov mus xyuas hauv peb qhov Website ntawm www.aspirus.org losyog sau ntawv mus rau Health Information Management tim Aspirus qhov chaw uas koj mus khomob.

NTAWV QHIA TXOG KEV UA DHAU CAI

Koj muaj cai tau txais xov xwm qhia txog tej kev ua dhau cai hais txog koj cov ntaubntawv khomob.

KEV PAUV RAU DAIM NTAWV TAW QHIA NO

Peb muaj cai pauv daim ntawv taw qhia no. Peb muaj cai kho dua tshiab losyog hloov sijhawm siv ntawm cov ntawv khomob uas peb twb muaj es hais txog koj lawm, nrog rau tej ntaubntawv uas peb tseem yuav tau los yav pemsuab. Peb yuav lo ib daim ntawv taw qhia no rau hauv peb qhov chaw ua haujlwm. Daim ntawv taw qhia no thawj nplooj, ntawm lub kaum ntawv saum toj sab xis, yog hnuv uas pib siv. Ntxiv ntawd, txhua zaug koj tuaj ntsib losyog raug tuaj khomob losyog tuaj kuaj mob tam li yog ib tug tuaj pw losyog tuaj ntsib, peb yuav muab ib daim uas muaj siv tamsim no rau koj.

NROO TSIS TXAUS SIAB

Yog koj ntseeg tias koj txoj cai tsis pub twg paub raug yuam lawm, koj yuav nroo mus rau hauv qhov chaw khomob tau losyog rau tus Secretary of the Department of Health and Human Services tau. Yog yuav nroo txog lub tsev khomob no, thov sau ntawv nroo mus rau Aspirus, Attention Privacy Officer at 425 Pine Ridge Boulevard, PO Box 1395, Wausau, WI 54402-1395. Txhua yam lus nroo yuav tsum yog muab sau tseg. Yog koj paub ntau ntxiv, koj cuag tau Aspirus Privacy Officer at 715-847-2181.

Koj yuav tsi raug nplua vim koj nroo.

LWM YAM KEV SIV NTAUBNTAWV KHOMOB

Lwmyam kev siv thiab tso ntaubntawv khomob tawm uas tsis duav los ntawm daim ntawv taw qhia no losyog txoj cai lijchoj uas hais raug peb yuav ua tau losyog ntawm kev sau ntawv tsocai nkaus xwb. Yog koj twb tsocai rau peb siv losyog tso koj tej ntaubntawv tawm, koj yuav rov tshem qhov lus tsocai los tau, los ntawm uas, sau ntawv qhia, thaum twg los tau. Yog koj thim koj cov lus tsocai, peb yuav tsis siv losyog tso koj cov ntaubntawv khomob tawm li uas koj twb tau sau ntawv hais lawm. Koj totaub tias peb yuav muab tsis tau tej ntaubntawv uas peb twb tso tawm lawd uas yog tau koj lus tso cai rov qab, thiab peb xwv yuav tsum khaws peb tej ntaubntawv kev tu mob uas peb tau tu koj.