



Patient Directory Opt-Out Form

When your friends and family call or visit, we want to be sure that they can find you. If we don't list your information in our Patient Directory, we cannot tell anyone where you are. If you are not in our directory, we could not tell someone if you are a patient here or not. **We list every patient in our patient directory unless you tell us not to.** HIPAA is a federal law that gives you the right to tell us not to list you in our Patient Directory. (HIPAA is a short way of saying "the Health Insurance Portability and Accountability Act.")

If you are listed in our Patient Directory:

- We will give your room and bed number to people who ask for you by name.
- A chaplain may visit you. The chaplains use the Patient Directory to find patients. You can always say no to a visit.

If you decide not to be listed in our Patient Directory:

- You will need to tell friends or family your room and phone number. If you don't, they will not be able to call or find you.
- Hospital operators will not be able to answer any questions about you.
- Hospital operators will not be able to connect callers to your phone.

To change your decision, please contact the Patient Access (Admitting) Department at (212) 263-5005.

I do not want to be listed in the Patient Directory.

<p>Signature: _____ Date: _____ Time: _____ AM/PM</p> <p style="text-align: center;">(Patient or person authorized to sign)</p> <p>If the consenting party is other than the patient, print name and relation to patient:</p> <p>_____</p>

If you do not complete this form, you will be listed in the Patient Directory.