



## GENERAL CONSENT TO HOSPITALISATION

Patient: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Insurance company (payment): \_\_\_\_\_ Birth certificate number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Patient number: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

### A) Waiver of the right to receive information about the state of health

YES/NO\*

I wish to be informed about the state of my health:

### B) Protocol on the patient's giving/withholding consent to provision of information about the state of his/her health

*I am entitled to determine persons who are allowed to receive information about the state of my health including the scope of this information and persons who are not allowed to receive the information. I am entitled to determine persons who are allowed to view my health documentation (hereinafter also referred to as the "HD") and make extracts therefrom or copies thereof. I understand that in case of worsening of the state of my health the persons mentioned here will be notified and I have been advised that I can determine a person who will make decisions instead of me if I become unable due to the state of my health to give consent to provision of healthcare services.*

**I EXPRESS MY FORBIDDANCE** of providing information about the state of my health to **any/below\*** mentioned person:

**I GIVE CONSENT** to provision of information about the state of my health **only to the below-mentioned persons** during a face-to-face contact or by phone in case of their stating the password:

Name/Relation Address/Telephone	Information by phone	View of HD	Extracts from/copies of HD	Expressing consent to provision of healthcare services
	YES/NO*	YES/NO*	YES/NO*	YES/NO*
	YES/NO*	YES/NO*	YES/NO*	YES/NO*
	YES/NO*	YES/NO*	YES/NO*	YES/NO*
	YES/NO*	YES/NO*	YES/NO*	YES/NO*

### C) Use of one's own medicaments

In Na Homolce Hospital the only medicaments that will be used for your treatment will be those prescribed by your attending physician of Na Homolce Hospital. **It is not allowed to use any medicaments without the attending physician's consent.** Therefore, give all the medicaments you have brought with you to hospital to the attending personnel. The medicaments will be returned to you at the end of your hospitalisation.

**I AGREE** with the above-mentioned rules for use of medicaments:  YES/NO\* I have some medicaments with me:

### D) Consent to simple medical care tasks

YES/NO\*

Simple tasks (re-bandaging, giving injections, etc.) will be carried out when you being in bed in the room which you will share with other patients.

**I AGREE** with simple tasks to be carried out as described above:  YES/NO\*



### **E) Patient's privacy and personal data**

Students preparing for performance of medical occupation and their teachers may be present at your treatment and diagnostic activities and may view your health documentation. Further, your health documentation may be viewed by members of accreditation commissions and persons monitoring and evaluating quality of provided care. **Your potential disagreement has no impact on quality of provided healthcare services.**

I **AGREE** with presence of the above-mentioned persons and their potential viewing my health documentation

YES/NO\*

I **AGREE** with provision of information about my presence in the healthcare facility:

YES/NO\*

### **F) Patient's consent to be assigned the Na Homolce Hospital carrier**

I **AGREE** with being assigned the Na Homolce Hospital carrier if the physician recommends use of healthcare transport service for transport (ambulance vehicle):

YES/NO\*

### **G) Recording ban**

I have been advised that in Na Homolce Hospital it is forbidden to make visual, audio or audio-visual recordings, except for the situations when done for medical reasons. In the event that I break this ban and the use of the recordings results in damage to Na Homolce Hospital or to a third person, I undertake to compensate Na Homolce hospital (or a third person as the case may be) for the damage fully.

### **H) Use of one's own electrical appliances**

I declare that my electrical appliances are in such a condition which enables their safe use and I assume responsibility for any damage arisen (including damage to health) caused by their malfunctioning.

### **I) Smoking ban**

I have been advised that smoking is not allowed in the premises of Na Homolce Hospital. A zone designated for smoking is situated on the second floor near the white lift in the open part of the vestibule.

### **J) Patient's consent to hospitalisation**

I am aware that my personal data will be used for my identification as well as for the purpose of provision of healthcare services, keeping health documentation and protection of property. I have been informed about the in-house rules of Na Homolce Hospital and I agree to observe them. I declare that I have not withheld any information about the state of my health known to me which could have an adverse effect on my treatment or endanger my surroundings, especially by spreading a contagious disease.

**I understand that my consents can be anytime withdrawn or modified by me in writing.**

### **Declaration by the employee who admitted the patient**

I hereby declare that I have informed the above-mentioned patient (or the patient's legal representative or guardian) in a comprehensible manner about his/her rights and obligations related to the patient's admission to hospitalisation at the Na Homolce Hospital.

In Prague on \_\_\_\_\_

### **Declaration by the healthcare worker**

I hereby declare that I have informed the above-mentioned patient (or the patient's legal representative or guardian) in a comprehensible manner about his/her rights and obligations during hospitalisation at the Na Homolce Hospital.

In Prague on \_\_\_\_\_



### Patient consent

I, the undersigned, hereby declare that based on the information provided, I agree to my hospitalisation at the Na Homolce Hospital. I confirm that I have been comprehensibly informed by the physician about my medical condition, the necessary treatment, and the reasons why hospitalisation is being proposed.

In Prague on \_\_\_\_\_

**Patient is unable or unavailable to sign for themselves due to:** \_\_\_\_\_

The consent was signed on behalf of the patient by<sup>1</sup>: \_\_\_\_\_

Form of consent expression:

\_\_\_\_\_

Present witness: \_\_\_\_\_

<sup>1</sup> Name, surname, birth number, place of residence, relationship to patient



## PATIENT RIGHTS AND OBLIGATIONS

*The introduction of the patient in accordance with Section 46(1)(a) of Act No 372/2011 Coll., on Healthcare Services and Conditions for Their Provision (hereinafter referred to as the "Act"), as amended*

### **Free and informed consent**

Healthcare services may be provided to a patient only with their free and informed consent, unless otherwise provided by law.

### **The right to the provision of healthcare services at an appropriate professional level and in an appropriate environment**

The patient has the right to the provision of healthcare services at an appropriate professional level and in the least restrictive environment, while ensuring the quality and safety of the healthcare services provided.

### **The right to respect, dignified treatment, and the protection of privacy**

The patient has the right to respect, to be treated with dignity, to be treated with consideration and to have their privacy respected in the provision of healthcare services in accordance with the nature of the healthcare services provided.

### **The right to choose your healthcare service provider**

The patient has the right to choose a healthcare service provider authorised to provide healthcare services that meet the patient's health needs and a healthcare facility, unless otherwise provided by law.

### **Right to consultation services\***

The patient has the right to request consultation services from a healthcare service provider or healthcare professional other than the one providing the healthcare services; this does not apply in the case of emergency care.

### **Introduction to the Internal Rules of NHH**

The patient has the right to be informed about the Internal Rules of the NHH (hereinafter referred to as the "Internal Rules"). **The Internal Rules are available in the NHH Department.**

### **Right to the presence of close persons\***

The patient has the right to be accompanied by a close person or a person designated by the patient. A close person is a relative in the direct line, a sibling and a spouse or a registered partner, other persons in a family or similar relationship shall be deemed to be close to each other if the injury suffered by one of them would reasonably be perceived by the other as their own. It is assumed that close relatives also include in-laws or individuals who live together permanently.

A patient with limited legal capacity shall have the right to the continuous presence of a guardian, or a person designated by the guardian, if the patient is a person whose legal capacity is limited in such a way that they are incapable of assessing the provision of healthcare services or the consequences of their provision,

A minor patient has the right to the continuous presence of their legal representative, or a person designated by the legal representative, a foster parent or another person to whose care the patient has been entrusted by a court or other authority.

All this in accordance with the law, Internal Rules and if the presence of these persons does not interfere with the provision of healthcare services.

### **Right to further information**

The patient has the right to be informed in advance of the price of healthcare services not covered or partially covered by public health insurance and of the method of their payment, if their health condition allows it.

The patient shall have the right to know the names of healthcare professionals and other professionals directly involved in the provision of healthcare services, as well as persons preparing for a healthcare profession who are involved in the provision of healthcare

services or carry out activities that are part of the educational process.

### **Right to refuse the presence of persons not involved in the provision of care**

The patient shall have the right to refuse the presence of persons not directly involved in the provision of healthcare services and of persons preparing for a healthcare profession. The patient has the possibility to prohibit these persons from accessing their medical records.

### **Right to visits**

The patient has the right to receive visitors, taking into account their state of health and in accordance with the Internal Rules and in a manner that does not violate the rights of other patients.

### **The right to spiritual care**

A patient has the right to receive spiritual care and spiritual support in the NHH from registered religious and spiritual entities in the Czech Republic or from individuals authorised to provide spiritual services in accordance with the internal regulations and in a manner that does not violate the rights of other patients and with regard to their health condition, unless otherwise provided by law.

### **Right to refuse visits**



A patient with limited legal capacity or a minor patient may request that their legal representative, a person designated by the legal representative, a guardian, a person appointed by the guardian, a foster parent, or any other individual to whose care the patient has been entrusted based on a court decision or another authority, are not present during the provision of healthcare services, if they allege that the person abuses, mistreats, or neglects them.

#### **Communication with a patient with sensory impairment \*\***

A patient with a sensory impairment or with severe communication problems caused by health reasons has the right to communicate in a way that is comprehensible to them and by means of communication that they choose, including methods based on interpretation by another person.

#### **Right to interpretation in a foreign language\*\***

A person who is unable to communicate with healthcare professionals in Czech or Slovak has the right to choose an interpreter. The patient pays for the interpreter from their own funds.

#### **The right to be accompanied by a service dog**

A patient with a sensory or physical disability who uses a service dog (guide or assistance dog) has the right, with regard to their current state of health, to have the dog accompany and be present with them in the NHH, in the manner prescribed by the Internal Rules so that the rights of other patients are not violated.

#### **Patient's right to information**

The patient has the right to be informed in a comprehensible manner and to a sufficient extent about their health condition and the proposed individual treatment plan and any changes to it (so-called health information). Health information shall not be given to a patient who is unable to perceive the information due to their health condition.

#### **The patient's right to ask questions and get a comprehensible answer**

The patient (or a person designated by the patient) has the right to ask additional questions related to their health condition and the proposed healthcare services. These questions must be answered in an understandable manner. In the case of a patient with limited legal capacity or a minor patient, a legal representative, a guardian and the patient, if reasonably and freely capable of understanding such information, have the right to information and the right to ask questions.

#### **The patient's right to waive the provision of information and the option to designate another person to receive the information**

The patient has the possibility to waive the provision of information about their health condition, or they can determine to whom the information should be provided, if the legal conditions are met.

#### **Patient's right to determine who can be informed about their health condition**

The patient may, on admission to care (or at any time thereafter), designate the persons who may be informed of their health status and may also designate whether those persons may consult their medical records or other records relating to their health status and whether they may take extracts or copies of those documents. If the patient is unable to identify the persons referred to in the preceding sentence with regard to their state of health, persons close to the patient shall have the right to receive information about their current state of health and to obtain extracts and copies of the patient's medical records.

The patient has the right to determine the extent to which information about their health condition is to be provided to persons designated by them and has the right to indicate how the information about their health condition may be provided (e.g. orally, in writing, etc.). These decisions can be changed/revoked by the patient at any time.

#### **Patient's right to prohibit the provision of information**

A patient may designate persons or express a prohibition against providing health information to any person at any time upon admission to care (or at any time thereafter). The patient may change/reverse the designation of persons or the prohibition to provide information about their health condition at any time. If the patient has previously expressed a prohibition against disclosing information about their health to certain persons close to them, the information may be disclosed to these persons only if it is in the interest of protecting their health or the health of another person, and only to the extent necessary. However, the prohibition on the provision of health information expressed by the patient shall not apply to the provision of information or, where appropriate, to the disclosure of data which may be disclosed without the patient's consent under the legislation.

#### **Proxy consent**

The patient may, on admission to care (or at any time thereafter), designate persons who may consent or not consent to the provision of healthcare services on their behalf if the patient is unable to do so themselves because of their health condition and the healthcare services are not services that can be provided without consent. In the absence or unavailability of such a person, the consent of a spouse or registered partner will be required, in the absence or unavailability of such a person, the consent of a parent will be required, in the absence or unavailability of such a person, the consent of another person close to the person, if known.

#### **Accessing the patient's medical records**



The patient shall have the right to access, extract or make copies of the medical records kept on them in the presence of an NHH employee in charge, without interfering with the provision of healthcare services. The patient, a patient's legal representative or a guardian, persons designated by the patient, by the patient's legal representative or by the guardian, a foster parent or other caring person and, under the conditions laid down by law, persons close to the deceased patient may also access the medical records and take extracts or copies of them. The law sets a deadline of 30 days for obtaining an extract or copy from the NHH from the receipt of the request.

#### **Previously expressed wishes**

The patient may, in the event that they get in a state of health in which they are unable to consent or object to the provision of healthcare services and the manner in which they are provided, express this consent or objection (in accordance with the legislation) in advance (the so-called previously expressed wishes). The patient may also make a previously expressed wish upon admission to the care of NHH or at any time during the hospitalisation, for as long as NHH provides the healthcare services.

#### **The right to file a complaint**

The patient (their legal representative, a guardian, a close person, a person authorised by the patient) has the right to file a complaint against the procedure of the NHH in providing healthcare services or against activities related to healthcare services.

#### **When providing healthcare services, the patient is obliged:**

- a) to follow the proposed individual treatment procedure if they have consented to the provision of healthcare services,
- b) to follow the Internal Rules,
- c) to pay the NHH for the cost of healthcare services not covered or partially covered by public health insurance or other sources, which were provided to the patient with their consent,
- d) to truthfully inform the attending healthcare professional about the current state of health, including information about infectious diseases, healthcare services provided by other providers, use of medications, including substance abuse, and other facts relevant to the provision of healthcare services,
- e) not to consume alcohol or other addictive substances during the hospitalisation and to undergo, at the decision of the attending physician, in justified cases, examinations to prove whether or not they are under the influence of alcohol or addictive substances.

The responsibilities according to paragraphs c) and d) belong to the patient's legal representative. The patient's legal representative is required to create conditions for the patient to fulfill their obligations. The patient, a patient's legal representative, a person designated by the patient, a person close to the patient or a person from a common household shall be obliged to prove their identity with an ID card if the provider or a healthcare professional through whom the provider provides healthcare services to the patient so requests. If a patient refuses to provide the ID card, the NHH may refuse to provide a healthcare service unless the patient is a patient in need of emergency care. The person who claims the right to information about the patient's health condition and the person who intends to visit the hospitalised patient and is not a person mentioned above are also obliged to present their ID card. In the case of foreigners, the identity shall be proved by a travel document or other identity card.

If the healthcare professional has doubts as to whether the person is a close relative, the close relative shall certify this fact by means of an affidavit in which they provide their contact details and identity card number; the affidavit shall form part of the patient's medical record.

The rights and obligations of the legal representative also belong to the foster parent or other caring person, a statutory body or a person authorised by it of a children's home for children under 3 years of age, a school establishment for the performance of institutional or protective education or a social services establishment providing residential services, if institutional or protective education has been ordered by a court, or an establishment for children in need of immediate assistance, if the children in question have been entrusted to the care of this establishment on the basis of a court decision.

*\* The right does not apply if the patient is a person under detention, imprisonment or protective custody. \*\* In the case of persons in custody, imprisonment or pre-trial detention, the Prison Service shall appoint an interpreter.*