

## Notice of Privacy Practices

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

Imperial Calcasieu Medical Group, LLP (ICMG), is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices at Imperial Calcasieu Medical Group, LLP, please contact:

Privacy Officer  
501 Dr. Michael DeBakey Drive  
Lake Charles, LA 70601  
337-312-8361

**Effective Date of This Notice: February 17, 2010**

### **I. How Imperial Calcasieu Medical Group may Use or Disclose Your Health Information**

ICMG collects health information from you and stores it in a chart or on a computer. This is your medical record. The medical record is the property of ICMG, but the information in the medical record belongs to you. ICMG protects the privacy of your health information. The law permits ICMG to use or disclose your health information for the following purposes:

1. Treatment. We may use medical information about you to provide you with medical treatment or services. We may use your medical information to write a prescription for you, or we might disclose your medical information to a pharmacy when we order a prescription for you. Many of the people who work for our practice – including, but not limited to, our doctors and nurses – may disclose your medical information in order to treat you or to assist others in your treatment. Additionally, we may disclose your medical information to others who may assist in your care, such as your spouse, children, or parents.
2. Payment. We may use and disclose medical information about you so that treatment and services you receive at ICMG may be billed to and payment may be collected from you, an insurance company, or a third party. For example, we may contact your health insurer to certify that you are eligible for benefits, and the range of those benefits. We may also provide your insurer with details regarding your treatment to determine if your insurer will cover, or pay for, your treatment.
3. Regular Health Care Operations. We may use and disclose medical information about you for operations of ICMG. These uses and disclosures are necessary to operate ICMG. These uses and disclosures are necessary to make sure that all of our patients receive quality care. For example, we may use medical information to review our treatment and services and to evaluate the performance of our staff in caring for you. In addition, we may use your medical information to conduct cost management and business planning activities for our practice. We may also remove information that

identifies you from this set of medical information so others may use it to study health care and health care delivery without learning of the specific patients.

4. Information provided to you.

5. Notification and communication with family. We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.

6. Required by law. When required to do so by federal, state, or local law, we may use and disclose your health information.

7. Public health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

8. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.

9. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.

10. Law enforcement. We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.

11. Deceased person information. We may disclose your health information to coroners, medical examiners and funeral directors.

12. Organ donation. If you are an organ or tissue donor, we may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.

13. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board or ICMG's privacy board.

15. Public safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

16. Worker's compensation. We may disclose your health information as necessary to comply with worker's compensation laws.

17. Marketing. We may contact you to provide appointment reminders or to give you information about other treatments or health-related benefits and services that may be of interest to you.

## **II. When Imperial Calcasieu Medical Group May Not Use or Disclose Your Health Information**

Except as described in this Notice of Privacy Practices, ICMG will not use or disclose your health information without your written authorization. If you do authorize ICMG to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

## **III. Your Health Information Rights**

1. You have the right to request restrictions on certain uses and disclosures of your health information. For example, you could ask that we not use or disclose information about a surgery that you had performed. You could also ask that we not disclose information to a specific person, such as a family member. Requests for restrictions must be made in writing and addressed to the Privacy Official, 501 Dr. Michael DeBakey Drive, Lake Charles, LA 70601. While we are required to honor your written request that we not file claim(s) to your insurance carrier (as long as you have paid for that service(s) in full), we are not required to agree to your request for other restrictions. However, if we do agree, we will comply with your request unless the information is needed to provide you emergency treatment. Once a written request to withhold claim information from your insurance carrier has been filed with ICMG, only a written request from you to retract that prior restriction will allow us to file a claim(s).

2. You have the right to receive your health information through a reasonable alternative means or at an alternative location. For example, you may ask that we only contact you at work or by mail. Requests for confidential communications must be submitted in writing to the attention of the Privacy Official, 501 Dr. Michael DeBakey Drive, Lake Charles, LA 70601. The request must specify how or where you wish to be contacted.

3. You have the right to inspect and obtain copies of your health information. This includes medical records and billing records. To inspect or obtain copies of your records, you must submit your request in writing. You have the right to request those records in an electronic format.

Under certain circumstances, we may deny your request to inspect and obtain copies of your records. If you are denied access to medical information, you have a right to have that determination reviewed. The person conducting the review will not be the person who denies your request.

4. You have a right to request that ICMG amend your health information that is incorrect or incomplete. ICMG is not required to change your health information and will provide you with information about ICMG's denial and how you can disagree with the denial.

5. You have a right to receive an accounting of disclosures of your health information made by ICMG. We will account for disclosures for six (6) years prior to the date of your request. However, requests of disclosures for purposes of payment, treatment and health care operations will only be provided for three (3) years prior to the request, as required by the HITECH Act.

6. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact

Privacy Officer  
501 Dr. Michael DeBakey Drive  
Lake Charles, LA 70601  
337-312-8361

#### **IV. Changes to this Notice of Privacy Practices**

ICMG reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, ICMG is required by law to comply with this Notice.

Any revisions to this Notice will be posted at ICMG, and on the ICMG website.

#### **V. Complaints**

Complaints about this Notice of Privacy Practices or how ICMG handles your health information should be directed to:

Privacy Officer  
501 Dr. Michael DeBakey Drive  
Lake Charles, LA 70601  
337-312-8361

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Department of Health and Human Services  
Office of Civil Rights  
Hubert H. Humphrey Bldg.  
200 Independence Avenue, S.W.  
Room 509F HHH Building  
Washington, DC 20201

You may also address your complaint to one of the regional Offices for Civil Rights. A list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>.