

SURGICAL SPECIALTY CENTER OF BATON ROUGE

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.

Surgical Specialty Center of Baton Rouge 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 Surgical Specialty Center of Baton Rouge, please contact:

Surgical Specialty Center of Baton Rouge 24 hour number (225) 408-8080 and ask for Medical Records department.

Effective Date of This Notice: 10/01/2013

I. How Surgical Specialty Center of Baton Rouge may Use or Disclose Your Health Information

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

1. Treatment. We may disclose your health information for treatment purposes, which include, but are not limited to, provision, coordination, or management of your healthcare. An example would be the hospital's disclosure to a treating physician, or nurse, of the results of your x-rays.
2. Payment. We may disclose your health information for payment purposes, which include, but are not limited to, billing, claims management, reviews for medical necessity, and preauthorization. An example would be the hospital's disclosure of health information to your insurance company in order to receive payment for the claim (or services rendered). You may instruct us not to disclose your health information to your insurance company for payment or operations purposes, but we are only required not to disclose if you have paid in full prior to receiving medical services and/or items from us.
3. Regular Health Care Operations. We may disclose your health information for health care operations purposes, which include, but are not limited to, evaluating quality of services provided, auditing functions, customer service, and other administrative activities. An example would be the hospital's disclosure of health information to hospital committee members for the purposes of record review for quality of documentation.
4. Medical record and claim record requests. You may request your records electronically, or a paper copy. Fees may apply.
5. Directory. We may list your name, where you are located in our facilities, your general medical condition and your religious affiliation in our directory. This information may be provided to members of the clergy. This information, except your religious affiliation, may be provided to other people who ask for you by name. If you do not want us to list this information in our directory, and provide it to clergy and others, you must tell us that you object.
6. 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.
7. Required by law. As required by law, we may use and disclose your health information.

8. 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 exposure to disease or infection.
9. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
10. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.
11. 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.
12. Deceased person information. We may disclose your health information to coroners, medical examiners and funeral directors.
13. Organ donation. We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.
14. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review 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. Specialized government functions. We may disclose your health information for military, national security, prisoner and government benefits <only for health plans> purposes. <Note that disclosures for government benefits purposes are limited to health plans only.>
17. Worker's compensation. We may disclose your health information as necessary to comply with worker's compensation laws.
18. Marketing. We may contact you for treatment purposes, to provide appointment reminders or to direct or recommend alternative treatments, therapies, providers or settings of care that may be of interest to you. We may not provide such information without a specific authorization from you if the Surgical Specialty Center of Baton Rouge will receive a direct or indirect payment from such communications.
20. Change of Ownership. In the event that Surgical Specialty Center of Baton Rouge is sold or merged with another organization, your health information/medical record will become the property of the new owner.

II. When Surgical Specialty Center of Baton Rouge May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, Surgical Specialty Center of Baton Rouge will not use or disclose your health information without your written authorization. If you do authorize Surgical Specialty Center of Baton Rouge to use or disclose your health information for another purpose, you may revoke your authorization, in writing, at any time. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your health information. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

III. Your Health Information Rights

1. You have the right to request restrictions on certain uses and disclosures of your health information. Except as set forth in part 2 (payment) above regarding disclosure to your insurance company, Surgical Specialty Center of Baton Rouge is not required to agree to the restriction that you request.
2. You have the right to receive your health information through a reasonable alternative means or at an alternative location.
3. You have the right to inspect and copy your health information.

4. You have a right to request that Surgical Specialty Center of Baton Rouge amend your health information that is incorrect or incomplete. Surgical Specialty Center of Baton Rouge is not required to change your health information and will provide you with information about Surgical Specialty Center of Baton Rouge'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 Surgical Specialty Center of Baton Rouge, except that Surgical Specialty Center of Baton Rouge does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you), 5 (directory listings) and 16 (certain government functions) of section I of this Notice of Privacy Practices.

6. If you have given someone medical power of attorney, or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.

7. 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 the Health Information Management Department at (225) 408-5578

IV. Changes to this Notice of Privacy Practices

Surgical Specialty Center of Baton Rouge 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, Surgical Specialty Center of Baton Rouge is required by law to comply with this Notice.

V. Complaints

Complaints about this Notice of Privacy Practices, or how Surgical Specialty Center of Baton Rouge handles your health information, please call - (225) 408-5770.

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

1-877-696-6775

www.hhs.gov/ocr/privacy/hipaa/complaints

Revised: 09/27/2013