



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.

LaHaye Center for Advanced Eye Care 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 LaHaye Center for Advanced Eye Care please contact:

Bridget L. Ray
Privacy Officer
4313 I-49 South Service Road
Opelousas, LA 70570
337-942-2024

Effective Date of This Notice: April 14, 2003

I. How LaHaye Center for Advanced Eye Care may Use or Disclose Your Health Information

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

1. Treatment. We may disclose your health information as necessary to other physicians or medical staff within our practice in providing necessary treatment.
2. Payment. We may disclose your health information as necessary to obtain payment from your insurance for services rendered. We will call and go over financial information concerning procedures, testing or surgery that is scheduled prior to the patient coming in for the services. The financial information will be left on an answering machine or with the person answering the phone at the number provided if the patient is not available.
3. Regular Health Care Operations. We call and remind our patients of their appointment at the phone number provided. We will leave a message on an answering machine or with the person who answers the phone if the patient is not available.
4. Information provided to you.
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 disease or infection exposure.
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 or LaHaye Center for Advanced Eye Care'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. 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 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.

19. Change of Ownership. In the event that LaHaye Center for Advanced Eye Care is sold or merged with another organization, your health information/record will become the property of the new owner.

II. When LaHaye Center for Advanced Eye Care May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, LaHaye Center for Advanced Eye Care will not use or disclose your health information without your written authorization. If you do authorize LaHaye Center for Advanced Eye Care 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. LaHaye Center for Advanced Eye Care is not required to agree to the restriction that you requested.

2. You have the right to receive your health information through a reasonable alternative means or at an alternative location. All requests must be submitted in writing and fees may be applied for producing a copy of your health information.

3. You have the right to inspect and copy your health information.

4. You have a right to request that LaHaye Center for Advanced Eye Care amend your health information that is incorrect or incomplete. LaHaye Center for Advanced Eye Care is not required to change your health information and will provide you with information about LaHaye Center for Advanced Eye Care'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 LaHaye Center for Advanced Eye Care, except that LaHaye Center for Advanced Eye Care 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. 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

Bridget L. Ray
Privacy Officer
4313 I-49 South Service Road
Opelousas, LA 70570
337-942-2024

IV. Changes to this Notice of Privacy Practices

LaHaye Center for Advanced Eye Care 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, LaHaye Center for Advanced Eye Care is required by law to comply with this Notice.

We will provide you a copy of any revisions that are made to our policy. This will be provided to you on your next appointment after the revisions have been made.

V. Complaints

Complaints about this Notice of Privacy Practices or how LaHaye Center for Advanced Eye Care handles your health information should be directed to:

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Privacy Officer
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Opelousas, LA 70570
337-942-2024

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>.