

NOTICE OF PRIVACY PRACTICES
Monroe Surgical Hospital

THE FOLLOWING NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THE INFORMATION CAREFULLY.

Your confidential healthcare information may be released to:

- other healthcare professionals within the hospital for the purpose of providing you with quality healthcare.
- your insurance provider for the purpose of the hospital receiving payment for providing you with needed healthcare services.
- public or law enforcement officials in the event of an investigation in which you are a victim of abuse, a crime or domestic violence.
- other healthcare providers in the event you need emergency care.
- a public health organization or federal organization in the event of a communicable disease, to report a defective device, untoward event to a biological product (food or medication), or other statutory reporting requirements.

Your confidential healthcare information may not be released for any other purpose than that which is identified in this notice.

Your confidential healthcare information may be released only after receiving written authorization from you. You may revoke your permission to release confidential healthcare information at any time.

You may be contacted by the hospital to remind you of any appointments, healthcare treatment options or other health services that may be of interest to you.

You have the right to:

- restrict the use of your confidential healthcare information. However, the hospital may choose to refuse your restriction if it is in conflict of providing you with quality healthcare, in the event of an emergency situation, or in conflict with state or federal requirements.
- receive confidential communication about your health status.
- review and photocopy any/all portions of your healthcare information.
- make changes to your healthcare information.
- know who has accessed your confidential healthcare information and for what purpose.
- possess a copy of this Privacy Notice upon request. This copy can be in the form of an electronic transmission or on paper.

The hospital is required by law to protect the privacy of its patients. It will keep confidential any and all patient healthcare information and will provide patients with a list of duties or practices that protect confidential healthcare information.

The hospital will abide by the terms of this notice. The hospital reserves the right to make changes to this notice and continue to maintain the confidentiality of all healthcare information. The latest revision of the Notice of Privacy Practices will be available upon request and it will also be posted on our website at www.monroesurgical.com.

The hospital and its medical staff are part of an organized health care arrangement and are presenting this document to you as a joint notice. The hospital, medical staff and affiliated caregivers will share information as necessary to carry out treatment, payment and health care operations. Protected health information may be accessed from physician offices for that purpose.

You have the right to file a grievance with the hospital if you believe your rights to privacy have been violated. If you feel your privacy rights have been violated, please mail your issue to the hospital:

Monroe Surgical Hospital
ATTN: Garland McCarty, MD
2408 Broadmoor Boulevard
Monroe, LA 71201

All grievances will be investigated. No personal issue will be raised for filing a complaint with the hospital.

For further information about this Privacy Notice, please contact:

Tarah Waggoner, Privacy Officer
(318) 410-0002

This notice is effective as of January 1, 2003.