Organ procurement organizations: Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

Marketing: We may contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you. All other disclosures of your information for marketing purposes require your written permission.

Fundraising: We may contact you as part of a fundraising effort, but you can tell us not to contact you again.

Food and Drug Administration (FDA): We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Workers compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

Public health: As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Genetic test results: Louisiana law provides special protection for genetic test results, and we will not release these results without specific authorization from you.

Correctional institution: Should you be an inmate of a correctional institution, we may disclose to the institution or agents thereof health information necessary for your health and the health and safety of other individuals.

Law enforcement: We may disclose certain health information for law enforcement purposes as required by law or in response to a valid subpoena.

Change of Ownership: In the event that this Physician practice is sold or merged with another organization, your health information will become the property of the new owner.

Other disclosures: Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

Effective Date: April 14, 2003
Revised Date: September 23, 2013

Baton Rouge General Physicians

Notice of Privacy Practices

Baton Rouge General Physicians ("Physician") has developed policies, which they will follow regarding your health information received while providing healthcare at the Physician's office. This notice explains how the Physician will use your protected health information.

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

Understanding Your Health Record/Information:

Each time you visit a physician, hospital or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. It may also contain correspondence and other administrative documents. This information is stored in an electronic medical record system which allows for sharing and collaboration in your health care across all of our affiliated clinics. All of this information, often referred to as your health or medical record, serves as a:

- basis for planning your care and treatment
- means of communication among the many health professionals who contribute to your care
- legal document describing the care you received
- means by which you or a third-party payer can verify that services billed were actually provided
- a tool in educating heath professionals
- a source of data for medical research
- a source of information for public health officials charged with improving the health of the nation
- a source of data for facility planning and marketing
- a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

Your Health Information Rights:

Although your health record is the physical property of the healthcare practitioner or facility that compiled it, the information belongs to you. Baton Rouge General Physicians has established a Privacy Office and has named a Privacy Officer to help you manage your information. The Privacy Officer may be contacted by calling (225) 237-1588. Working with this office, you have the right to the following:

- Request that your health information be amended when you believe it is incorrect or incomplete. To do this, you must complete a "Request for Amendment of Health Information" form.
- Request a restriction on certain uses and disclosures of your information, although we are not required to agree to those restrictions except in limited circumstances. We will agree to limit disclosures to health insurance plans when services are paid out of pocket in full at the time of the service. To request a restriction, you

must complete a "Request for Additional Privacy Protection" form. To terminate a previously issued restriction, you must complete a "Request for Restriction Termination" form.

- Obtain a paper copy of the Notice of Privacy Practices upon request. To do this, simply contact the Privacy Office and make the request for an additional copy.
- Obtain an accounting of disclosures of your health information. To do this, you must complete a "Request for Accounting of Disclosures of Health Information" form.
- Receive your health information at an alternative location. To do this, you must complete a "Request for Alternative Communication Methods" form.
- Revoke any authorization you may have given to use or disclose health information, except to the extent that action has already been relied upon. To do this, you must complete a "Request for Authorization Revocation" form.

You also have the right to inspect and obtain a copy of your medical record. To obtain a copy of your medical record, you must complete an "Authorization for Use or Disclosure of Protected Health Information" form obtained by contacting the Front Desk of this Office.

Our Responsibilities:

This Physician is required by law to:

- maintain the privacy of your health information
- provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
- abide by the terms of this notice
- notify you if we are unable to agree to a requested restriction
- accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations
- notify you of a breach that may have compromised the privacy or security of your information

We will not use or disclose your health information without your consent or authorization except as provided by law or described in this notice.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will make the new version available to you upon request.

For More Information on Privacy:

If you have a question, you may contact the Privacy Officer at (225) 237-1588. If you believe your privacy rights have been violated, you can file a complaint with the Privacy Officer or with the Secretary of Health and Human Services. There will be no retaliation for filing a complaint.

Examples of Disclosures for Treatment, Payment and Health Operations:

Pursuant to law and any consent form which you have signed:

We will use your health information for treatment. For example: Information obtained by a nurse, physician, or other member of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his or her expectations of the members of your healthcare team. Members of your healthcare team will then record the actions they took and their observations. In that way, the physician will know how you are responding to treatment. We will also provide any subsequent healthcare provider with copies of various reports that should assist him or her in treating.

We will use your health information for payment. For example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used. In the event that payment is not made, we may also provide limited information to collection agencies, attorneys, credit reporting agencies and other organizations, as is necessary to collect for services rendered.

We will use your health information for regular health operations. For example: Members of the medical staff, the risk or quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and services we provide.

Other Permitted Uses and Disclosures:

Required by law: As required by law, we may use and disclose your health information.

Business associates: There are some services provided in the Physician's office through contacts with business associates. Examples may include radiology, certain laboratory tests, collection agencies, and a copy service we use when making copies of your health record. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we've asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, we require the business associate to appropriately safeguard your information.

Notification: We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition.

Communication with family: Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

Research: We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

Sale of PHI: Any sale of PHI to a third party is prohibited under General Health System.

Psychotherapy notes: Most sharing of psychotherapy notes requires your written permission.

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

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

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

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.

Specialized government functions: We may disclose your health information for military and national security purposes.