

**Le Bonheur Community Health and Well-Being
NOTICE OF PRIVACY PRACTICES**

Do not return this document to Le Bonheur. This is for your records.

Effective Date: April 1, 2008

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.

WHO WILL FOLLOW THIS NOTICE:

This notice describes Le Bonheur Community Health and Well-Being practices and that of:

- Any health care professional authorized to enter information into your medical record.
- Any clinical student or physician training on the medical unit
- Any member of a volunteer group we allow to help you while you are in our care.
- All employees, staff and other personnel.
- Le Bonheur Community Health and Well-Being and its medical staff members are considered an organized health care arrangement and are presenting you this document as a joint notice. Information will be shared as necessary to carry out treatment, payment and health care operations. Your healthcare provider may have different policies or notices regarding their use and disclosure of medical information related to you, which is created in their offices or clinics.
- Le Bonheur Community Health and Well-Being and each of its medical staff members are distinct and separate legal entities. The issuance of this joint notice is for convenience purposes only and is not a representation that such parties assume any liabilities and/or responsibilities of each other regarding your medical care.

OUR PLEDGE REGARDING MEDICAL INFORMATION:

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive from Le Bonheur Community Health and Well-Being. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records related to your care generated by Le Bonheur Community Health and Well-Being, whether made by health care professionals or other personnel.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

We are required by law to:

- make sure that medical information that identifies you is kept private;
- give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- follow the terms of the notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU OR YOUR CHILD:

The following categories describe different ways that we use and disclose medical information. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

- **For Treatment.** We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, health care students, or others who are involved in your care. For example, we may disclose medical information about you to pharmacy to fill a prescription or to a lab to order a blood test. We also may disclose medical information about you to people outside the Mobile Unit who may be involved in your medical care after you leave the unit, such as long-term care facilities or others we use to provide services that are part of your care.
- **For Payment.** We may use and disclose medical information about you, so that the treatment and services you receive at the mobile unit may be billed to and payment may be collected from you, an insurance company or a third party. For example, we may need to give your health plan information about treatment you received on the unit so your health plan will pay us or reimburse you for the treatment. We may also tell your health plan about the medical treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.

