

Notice of Privacy Practices

Acadiana Physical Therapy

Effective Date: March 15, 2003

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 hospital, physician, 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. 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 health 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 by which we can assess and work to improve the care we render and outcomes we achieve

Understanding what is in your record and how your health information is used helps you to:

- ensure its accuracy
- better understand who, what, when, where, and why others may access your health information
- make more informed decisions when authorizing disclosure to others

Examples of Disclosures we May Make

We will use your health information for **Treatment, Payment and Health Operations**. 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. Communication of your health record between your physician and various hospital healthcare providers is also routine, to ensure continuity of care between providers.

We will use your health information for payment. For example: A bill may be sent to you or a third-party (insurance) payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

We will use your health information for regular health operations. For example: Members of the medical staff, the risk 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 service we provide.

Other Permitted or Required Uses and Disclosures

Business associates: There are some services provided in our organization through contracts with business associates. Some examples of business associates we may use are: physician services in the emergency department and radiology, certain laboratory tests, physician billing companies, and copy services we may 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. 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, of 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. We may also notify you of upcoming appointments via mail or by leaving an answering machine message.

ABOUT YOUR MRI EXAM:

Magnetic Resonance Imaging (MRI) uses a strong magnetic field and radio waves to produce pictures of internal body structures. MRI is a painless procedure that uses no X-rays or radiation. An MRI scanner produces cross-sectional images which allow physicians to see internal structures in great detail. Because of the magnetic field, patients with cardiac pacemaker, cerebral aneurysm clips, or ear implants may not be scanned.

BEFORE THE EXAM. Fasting is not required before your MRI exam. You may eat and drink as usual. If you are taking any medications, especially pain medication, take them as you normally would. You should wear comfortable clothing with no metal, or a gown will be provided for you to change into.

THE EXAM. A magnetic resonance examination is a simple and safe procedure. You will be asked to remove watches, jewelry, credit and ATM cards, coins and any other metallic objects from your possession. A technologist will explain the test to you, then ask you to lie down on a padded table. The table will slide forward, positioning the part of your body being scanned into the center of the magnet. The machine will make loud knocking noises during the imaging sequences. Ear plugs or headphones with music will be provided for your comfort.

Typical exam times range between 15 and 30 minutes, although some exams may take longer. The most important part of the exam for you is to lie very still. This is crucial because the scanner is very sensitive, and any movement during the sequences will blur the pictures, degrading the diagnostic quality of the examination.

Occasionally, a contrast agent is used. This is a substance that enhances the sensitivity of the images. This contrast may help the radiologist interpret the images from your exam under certain circumstances. If needed, this will be injected into a vein in your arm.

AFTER THE EXAM. Following the exam, you may leave. There are no after affects from MRI. The images are then processed for interpretation by the radiologist. The results are not immediately available. The radiologist will contact your physician to convey the information ascertained from the scan. Please call only your referring doctor for test results.

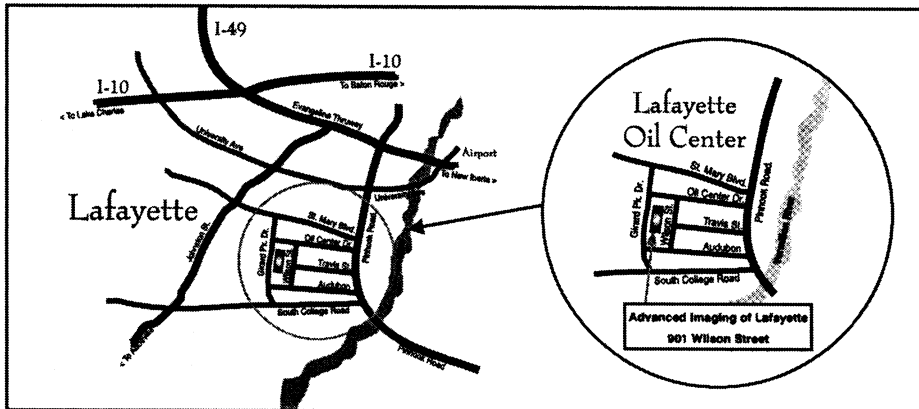
The following items may exclude you from having an MRI exam. Please contact Advanced Imaging of Lafayette at (337) 269-5552 or (888) 674-4741 if any of these apply to you, or if you have any questions.

- Pacemaker
- History of metal fragments in eyes
- Pregnancy
- Unable to lie flat
- Weight over 300 lbs.
- Claustrophobia
- Cerebral Aneurysm clips

- Please bring any previous x-rays or test results with you on the day of your exam.
- Bring your I.D. cards or insurance forms.

**An appointment time has been specially reserved for you.
Please arrive 30 minutes prior to your scheduled appointment.**

	Yes	No
Previous CT/MRI:	<input type="checkbox"/>	<input type="checkbox"/>
Cardiac Pacemaker:	<input type="checkbox"/>	<input type="checkbox"/>
Cerebral Aneurysm Clips:	<input type="checkbox"/>	<input type="checkbox"/>
Metallic Prosthesis Clips:	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Bodies:	<input type="checkbox"/>	<input type="checkbox"/>
Type & Locations:	_____	
Special Instructions:	_____	



Joint Commission
on Accreditation of Healthcare Organizations



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