

The Medical Group of Kankakee County

692 North Maple Street
Herscher, IL 60941
Office: (815) 426-2020

100 Fitness Drive
Bourbonnais, IL 60914
Office: (815) 929-0858

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 CAREFULLY.

The Medical Group uses health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality contained in a medical record that is the physical property of The Medical Group.

How the Medical Group May Use or Disclose Your Health Information

For Treatment: The Medical Group may use and disclose your health information to others for purposes you receive payment for treatment and services that a third-party payer, such as an insurance company or health plan. The information on the bill may contain treatment or supplies used in the course of treatment. The Medical Group may use your information to contact you about balances.

For Health Care Operations: The Medical Group may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement personnel, and to others to:

- Evaluate the performance of our staff;
- Assess the quality of care and outcomes in your cases and similar cases;
- Learn how to improve our facilities and services; and
- Determine how to continually improve the quality and effectiveness of the health care we Provide.

Required by Law: The Medical Group may use and disclose information about you as required by law. For Example: The Medical Group may disclose information for the following purposes:

- For judicial and administrative proceedings pursuant to legal authority.
- To report information related to victims of abuse, neglect or domestic violence; and

- To assist law enforcement officials in their law enforcement duties.

Appointment Reminders and Treatment Calls:

The Medical Group may contact you to provide appointment reminders or information about treatment plans, medication or test results, other health-related benefits and services that may be of interest to you. When contacts are made via telephone, messages will be left on answering machines with limited information.

Notification: The Medical Group 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.

Business Associates: In some cases, The Medical Group contracts with business associates to provide services on its behalf. An example includes arrangements with business associates to provide collection services. The Medical Group may disclose your health information to such a business associate so that they can perform their respective job functions. To protect your health information, however, The Medical Group requires the business associate to safeguard your information.

Public Health: Your health information may be used or disclosed for public health activities or other legal authorities to prevent or control disease, injury, or disability, or for other health oversight activities.

Descendants: Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Food and Drug Administration (FDA): The Medical Group 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: Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation.

Other Uses: Other uses and disclosures will be made only with your written authorization except to the extent The Medical Group has taken in reliance on such.

Your Health Information Rights

You Have the Right to:

- Request a restriction on certain uses and disclosures or your information ; however, The Medical Group is not required to agree to a request restriction.
- Obtain a paper copy of the notice of information practices upon request; inspect and obtain a copy of your health record;
- Request that your health record be amended;
- Request communications of your health information by alternative means or at alternative locations; and
- Receive an accounting of disclosures made of your health information.

Obligations of The Medical Group

The Medical Group is required to:

- Maintain the privacy of protected health information;

- Provide you with this notice of its legal duties and privacy practices with respect to your health information;
- Notify you if we are unable to agree to a requested restriction on how your information is used or disclosed.
- Accommodate reasonable requests you may make to communicate health information by alternative means or at alternative locations.

The Medical Group reserves the right to change its information practices and to make the new provisions effective for all protected health information on it effective for all protected health information it maintains. Revised notices will be made available to you upon request at your next visit to our practice.

Complaints

You may complain to The Medical Group and to the Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.

Contact Information

If you have any questions or complaints, please contact:

Gail Duval
815-426-2020

Effective April 14, 2003