

Harlan "Mark" Guidry, MD, MPH  
Chief Executive Officer

Thomas E. Roque, Sr.  
President, Board of Directors



105 Jefferson Street  
Natchitoches, LA 71457  
[info@outpatientmedical.org](mailto:info@outpatientmedical.org)  
Ph: (318) 357-2071  
Fax: (318) 521-8031

## *Outpatient Medical Center*

*Providing Quality Healthcare To All*

Approved by OMC Board  
on October 27, 2020,  
for immediate implementation

### **PATIENT RIGHTS AND RESPONSIBILITIES**

*Welcome to Outpatient Medical Center. Our goal is to provide quality health care to people in this community, regardless of their ability to pay. As a patient, you have rights and responsibilities. Also, the clinic has rights and responsibilities. We want you to understand these rights and responsibilities, so you can help us to provide health care to you. Please read and sign this statement and inform us if you have any questions.*

#### **Human Rights:**

- You have a right to be treated with respect and dignity regardless of race, religion, sex, national origin, physical or mental handicap or disability, age, or other grounds as applicable under federal, state and local laws or regulations.

#### **Payment for Services:**

- You are responsible for giving us accurate information about your present financial status and any changes in your financial status. Outpatient Medical Center (OMC) needs this information to determine how much to charge you and/or bill private insurance, Medicaid, Medicare, or other benefits for which you may be eligible.
- If your income is less than the federal poverty guidelines, you will be charged a discounted fee.
- You have a right to receive an explanation of your bill. You must pay or arrange to pay all agreed fees; if you cannot pay right away please contact our billing office at 318-357-2071 or email [info@outpatientmedical.org](mailto:info@outpatientmedical.org) so that we can provide care for you now and work out a payment plan.

#### **Privacy:**

- You have a right to have your interviews, examinations and treatment in private. Your medical records are also private. Only legally authorized persons will see your records unless you ask us to show them to someone else with a signed authorization to release your protected health information. A complete discussion of your privacy rights is included in the Notice of Privacy Practices. This notice details the various rights granted to you under the Health Insurance Portability and Accountability Act (HIPAA).

#### **Health Care:**

- You are responsible for providing OMC accurate, complete and current information about your health so that we can give you proper health care. You have a right and are encouraged to participate in decisions about your treatment.
- You have the right to information and explanations in the language you normally speak and in words you understand. You have a right to information about your health or illness, treatment plan (including benefits and risks), and expected outcomes, if known. If you do not wish to receive this information or if it is not medically advisable to share that information with you, we will provide it to a legally authorized person.
- If you are an adult, you have a right to refuse treatment to the extent permitted by law, and to be informed of the risk of refusing such care. You are responsible for the outcome of refusing treatment.
- You have a right to health care treatment that is reasonable for your condition and within our capability; however, OMC is not an emergency care facility. You have a right to be transferred or referred to another facility for services that we cannot provide. But, we do not pay for services you receive from another healthcare provider.

- You have a right to the appropriate assessment and management of pain within the available resources of the clinic.

**Rules:**

- You have a right to receive a copy of our patient information about the health services we provide, personal conduct, and the use of our property and resources. You are responsible for obeying these rules.
- You are responsible for appropriate use of clinic services, which includes following our staff's instructions. You have a responsibility to keep your scheduled appointment and to arrive on time.
- You have a responsibility to be courteous and respectful to Outpatient Medical Center staff and other patients.
- You are responsible for bringing a responsible adult to watch children under 12 years of age. You are responsible for their safety and the protection of other clients and our property.

**Compliments and Complaints:**

- OMC wants to hear what you like and don't like. We expect your experience to be a great one. Let us know how we may gain your satisfaction. If you are not satisfied, please tell us. OMC wants suggestions so we can improve our services. Staff will tell you how to file a complaint. We will not punish you for filing a complaint and will continue to see you as a patient.
- Compliments and complaints can be submitted to the clinic manager or you may call 318-357-2071 or email [info@outpatientmedical.org](mailto:info@outpatientmedical.org).

**Warnings Suspensions and Terminations:**

- If you are reported to show inappropriate behavior, you will receive a letter warning you that such behavior will not be tolerated, and you are at risk of being terminated as an OMC patient.
- If you commit a major infraction, you will receive a letter terminating you as an OMC patient.

**Reasons for which Outpatient Medical Center may stop providing health care services to you:**

- Intentional failure to report accurate information concerning your health.
- Intentional failure to follow the health care program such as instruction about taking medications, personal health practices, or follow-up appointments, as recommended by your provider.
- Creating a threat to the safety of the staff and/or other clients.
- Forging or altering a prescription and/or other criminal acts.
- Intentional failure to accurately report your financial status.
- Failure to contact us to set up a payment plan on your outstanding bill.

***If you are issued a termination letter you will have a right to appeal the decision to the Outpatient Medical Center by writing the OMC Chief Executive Officer at 105 Jefferson Street, Natchitoches, LA 71457. You will also be informed whether or not your termination is for one year (non-criminal infraction) or permanently (criminal infractions). All criminal infractions will be reported to the police.***