

## NOTICE OF PRIVACY PRACTICES

*This notice describes how medical information about you or your child may be used and disclosed and how you can get access to this information. Please review it carefully.*

- 1. Written authorization is not required for the use or disclosure of medical information for purposes of routine medical treatment, payment and billing or health care operations (such as quality assessment and improvement).*
- 2. Written authorization is not required for the use of medical information in consultation with a specialist or emergency room physician who may be caring for the patient.*
- 3. Written authorization is not required for completing school and daycare health forms; however, if you have concerns about information that may be included on such forms, please discuss your concerns with one of the physicians.*
- 4. A written medical release is required to have your record (or a summary of the record) transferred to another physician's office. There will be a standard fee required for such a release.*
- 5. You may also request to review your child's record in the presence of and at the discretion of the physician. Exceptions may be made in the case of mental health records or notes involving another individual or if legal action is anticipated. Amendments may be made to record at the physician's discretion. The reason for the amendment must be made clear beforehand and may be denied.*
- 6. You may request a copy of your child's record, or part of the record (such as immunization records) for a standard fee.*
- 7. Exceptions to the need for written release of confidential information will be made in cases of child abuse or neglect, violence, for public health concerns, law enforcement or judicial proceedings, government functions, or in any case where there may be a serious threat to health or safety*
- 8. The practice may need to notify you of abnormal lab work, missed appointments or billing/payment/insurance issues. These notifications will be done in a discretionary manner, but may require leaving information on an answering machine or voicemail.*
- 9. The practice will maintain a list of disclosures of medical information from an individual's chart for six years, including disclosure required by law (such as child abuse and public health).*
- 10. The practice is required by law to maintain the privacy of confidential information and provide individuals with notice of its legal duties and privacy practices.*
- 11. The practice will abide by the **Privacy Notice** currently in effect, but reserve the right to change the term of the notice, making any new notice effective for all confidential information in its possession. (A revised notice will be available on request).*
- 12. Complaints concerning the privacy rights of patients in this practice may be made **in writing** to any staff member, but will ultimately be addressed by one of the physicians. (Complaints may also be made to The Secretary of the U.S. Department of Health and Human Services.)*
- 13. This Notice will become effective \_\_\_\_\_, 2002 or not later than April 14, 2003.*