

## **Dunwoody Pediatrics – Notice Of Privacy Practices**

As Required by the Privacy Regulations Created as a Result of the Health Insurance Portability and Accountability Act (HIPAA)

**THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO YOUR CHILD'S INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION.**

### **A. OUR COMMITMENT TO YOUR PRIVACY:**

Our practice is dedicated to maintaining the privacy of your child's individually identifiable health information (IIHI). In conducting our business, we will create records regarding your child and the treatment and services we provide to you. We are required by law to maintain the confidentiality of health information that identifies your child. We also are required by law to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice concerning your IIHI. By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect at the time.

We realize that these laws are complicated, but we must provide you with the following important information: (1) How we may use and disclose your child's IIHI; (2) Your privacy rights in your child's IIHI; and (3) Our obligations concerning the use and disclosure of your child's IIHI.

The terms of this notice apply to all records containing your child's IIHI that are created or retained by our practice. We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your child's records that our practice has created or maintained in the past, and for any of the records that we may create or maintain in the future. Our practice will post a copy of our current Notice in our office in a visible location at all times, and you may request a copy of our most current Notice at any time.

### **B. IF YOU HAVE QUESTIONS ABOUT THIS NOTICE, PLEASE CONTACT:**

**A. Gerald Reisman, M.D., HIPAA Compliance Officer, 5501 Chamblee Dunwoody Road, Atlanta, GA 30338. The telephone number is 770-394-2358.**

### **C. WE MAY USE AND DISCLOSE YOUR CHILD'S INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION (IIHI) IN THE FOLLOWING WAYS:**

The following categories describe the different ways in which we may use and disclose your child's IIHI.

- 1. Treatment.** Our practice may use your child's IIHI to treat him/her. For example we may ask he/she to have laboratory tests (such as blood or urine tests), and we may use the results to help us reach a diagnosis. We might use your child's IIHI in order to write a prescription, or we might disclose your child's IIHI to a pharmacy when we order a prescription for him/her. Many of the people who work for our practice – including, but not limited to, our doctors and nurses – may use or disclose your child's IIHI in order to treat him/her or to assist others in your child's treatment. Additionally, we may disclose your child's IIHI to others who may assist in his/her care, such as your spouse, children, or parents. Finally, we may also disclose your child's IIHI to other health care providers for purposes related to his/her treatment.
- 2. Payment.** Our practice may use and disclose your child's IIHI in order to bill and collect payment for the services and items he/she may receive from us. For example, we may contact your health insurer to certify that your child is eligible for benefits (and for what range of benefits), and we may provide your insurer with details regarding your child's treatment to determine if your insurer will cover, or pay for, his/treatment. We also may use and disclose your child's IIHI to obtain payment from third parties that may be responsible for such costs, such as family members. Also, we may use your child's IIHI to bill you directly for services and items. We may disclose your child's IIHI to other health care providers and entities to assist in their billing and collection efforts.
- 3. Health Care Operations.** Our practice may use and disclose your child's IIHI to operate our business. As examples of the ways in which we may use and disclose your child's information for our operations, our practice may use your child's IIHI to evaluate the quality of care he/she received from us, or to conduct cost-management and business planning

activities for our practice. We may disclose your child's IHI to other health care providers and entities to assist in their health care operations.

4. **Appointment Reminders.** Our practice may use and disclose your child's IHI to contact you and remind you of an appointment.
5. **Treatment Options.** Our practice may use and disclose your child's IHI to inform you of potential treatment options or alternatives.
6. **Health-Related Benefits and Services.** Our practice may use and disclose your child's IHI to inform you of health-related benefits or services that may be of interest to you.
7. **Release of Information to Family/Friends.** Our practice may release your IHI to a friend or family member that is involved in your child's care, or who assists in taking care of him/her. For example, a parent or guardian may ask that a babysitter take their child to the pediatrician's office for treatment of a cold. In this example, the babysitter may have access to this child's medical information.
8. **Disclosures Required By Law.** Our practice will use and disclose your child's IHI when we are required to do so by federal, state or local law.

#### **D. USE AND DISCLOSURE OF YOUR CHILD'S IHI IN CERTAIN SPECIAL CIRCUMSTANCES:**

The following categories describe unique scenarios in which we may use or disclose your child's identifiable health information:

1. **Public Health Risks.** Our practice may disclose your child's IHI to public health authorities that are authorized by law to collect information for the purpose of:
  - maintaining vital records, such as births and deaths
  - reporting child abuse or neglect
  - preventing or controlling disease, injury or disability
  - notifying a person regarding potential exposure to a communicable disease
  - notifying a person regarding a potential risk for spreading or contracting a disease or condition
  - reporting reactions to drugs or problems with products or devices
  - notifying individuals if a product or device they may be using has been recalled
  - notifying appropriate government agency(ies) and authority(ies) regarding the potential abuse or neglect of an adult patient (including domestic violence); however, we will only disclose this information if the parent/guardian agrees or we are required or authorized by law to disclose this information
  - notifying your child's employer under limited circumstances related primarily to workplace injury or illness or medical surveillance.
2. **Health Oversight Activities.** Our practice may disclose your child's IHI to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, surveys, licensure, and disciplinary actions; civil, administrative, and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws, and the health care system in general.
3. **Lawsuits and Similar Proceedings.** Our practice may use and disclose your child's IHI in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding. We also may disclose your child's IHI in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested.
4. **Law Enforcement.** We may release IHI if asked to do so by a law enforcement official:
  - regarding a crime victim in certain situations, if we are unable to obtain the person's agreement
  - concerning a death we believe has resulted from criminal conduct
  - regarding criminal conduct at our office
  - in response to a warrant, summons, court order, subpoena or similar legal process
  - to identify/locate a suspect, material witness, fugitive or missing person
  - in an emergency, to report a crime (including the location or victim(s) of the crime, or the description, identify or location of the perpetrator)