

West End Pediatrics
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Notice of Privacy Practices

The Health Insurance Portability and Accountability Act (HIPAA) is a law enacted in 1996 by Congress to protect the confidentiality of patient information. This covers paper records, electronic records, and spoken communication.

THIS NOTICE EXPLAINS HOW MEDICAL INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This information contained in your child's medical record includes the history of present illnesses, examinations, test results, diagnoses, and treatment plans. The medical record also includes demographic information about you and your child. All of this information is protected health information.

This medical information serves as

- A basis for planning treatment
- A means of communication among health professionals involved in your child's care
- A legal document describing your child's care
- A tool for insurance companies to confirm that services billed were provided
- A tool for the education of health professionals

Uses and Examples of Disclosures of Protected Healthcare Information

Treatment

Your child's healthcare team will document information in your child's medical record that was obtained by your history and the examination. The diagnoses and plans for care will be recorded. This protected healthcare information may be provided to a specialist or will be recorded. This information may also be provided to home healthcare companies, emergency departments, radiology departments, and laboratories involved in your child's care.

Healthcare Operations

Your child's healthcare information may be used during normal operations of your physician's office. This information may be used for quality improvement purposes or to train medical personnel. This protected health information may also be used to schedule appointments, call in prescriptions, or provide other healthcare benefits and services that are beneficial to your child.

Payment

Your child's protected healthcare information may be provided to an insurance company per third party payer. This information may include your child's demographic information, diagnosis, and any procedures performed.

Other Disclosures

Your child's healthcare information may also be disclosed in the following situations:

- To other family members or caretakers that you identify as participating in the care of your child
- To notify you of scheduled and rescheduled appointments or about health related issues concerning your child
- We may disclose to the Food and Drug Administration adverse events relating to food, dietary supplements, medications, or biological products. The FDA may also request information concerning product recalls and post marketing surveillance.
- We may disclose health information as necessary to comply with workers compensation

as required by law

- We may disclose your child's health information to public health authorities responsible for controlling and preventing communicable diseases, disabilities, or injuries
- We may disclose your child's health information to the appropriate government authorities and social agencies in situations of abuse, neglect, and domestic violence
- If your child is incarcerated we may release your child's relevant healthcare information to aid in his/her treatment while in that facility
- We may disclose health information for purposes of law enforcement if your child is a victim of a crime or in response to a subpoena
- We may disclose pertinent health information to the coroner or medical examiner in the event of your child's death

We will not disclose your child's health information without your authorization, except as described in this notice.

Your Rights

You have the right to

- Request a restriction on certain uses and disclosures of protected health information
- Receive confidential communications of your child's protected health information
- Inspect a copy of your child's protected health information
- Amend your child's protected health information
- Receive an accounting of disclosures of your child's protected health information
- Request communication of your child's protected health information by different means or at different locations
- Revoke your authorization to use or disclose health information to the extent the action has already occurred
- Request a copy of this privacy notice

Our Responsibilities

Lisa C Rainey, M.D., P.C. is required to

- Maintain the privacy of your child's health information
- Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about your child
- Abide by the laws of this notice
- Notify you if we are unable to agree to a requested restriction
- Comply with reasonable requests you may have to communicate health information by different means or at different locations

We reserve the right to change our procedures and to make the new provisions effective for all protected health information we maintain. Should our information practices change we will mail you a revised notice to the address you have given us.

If you have questions you may contact Dr. Lisa Rainey at (703)823-7400. If you believe your privacy rights have been violated you can file a complaint to the Secretary of Health and Human Services. There will be no retaliation for filing a complaint.

The effective date of this notice is April 14, 2003.