

## Notice of Privacy Practices for Protected Health Information

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

Pediatric Professional Association (PPA) is permitted by federal privacy laws to make uses and disclosures of your child's health information for purposes of treatment, payment, and health care operations. Protected health information is the information we create and obtain in providing services to your child. Such information may include documenting your child's symptoms, examination and test results, diagnoses, treatment, and applying for future care or treatment. It also includes billing documents for those services.

### Examples of uses of your child's health information for treatment purposes are:

- A nurse or doctor obtains treatment information about your child and records it in a health record.
- During the course of your child's treatment, the physician determines he/she will need to consult with a specialist. He/she will share the information with such specialist and obtain his/her input.

### An example of use of your child's health information for payment purposes:

- We submit a request for payment to your child's health insurance company. The health insurance company requests information from us regarding medical care given. We will provide information to them about your child and the care given. The request for payment will reveal certain medical information about your child; for example that your child received an immunization, lab tests, or was seen for a well or sick visit.

### Examples of use of your child's health information for health care operations:

- The state licensing authority wants to review your child's records to assure that we have acted consistent with the state law regarding your child's care. In doing so, it wants to take a sampling which includes review of your child's chart. At the licensing authority's request, we will provide it with a copy of your child's record.
- The office may also have its own employees review your child's records for an ongoing quality improvement efforts.

## Your Health Information Rights

The health record we maintain and billing records are the physical property of PPA. The information in it, however, belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your child's health information by delivering the request in writing to our office. We are not required to grant the request but we will comply with any request granted;
- Obtain a paper copy of the Notice of Privacy Practices for Protected Health Information by making a request at our office;
- Request that you be allowed to inspect and copy your child's health record and billing record. You may exercise this right by delivering the request in writing to our office using the form we provide to you upon request;
- Appeal a denial of access to your child's protected health information, so long as you are an authorized representative, except in certain circumstances;
- Request that your child's record be amended to correct incomplete or incorrect information by delivering a written request to our office, using the form we provide to you upon request;

- File a statement of disagreement if your request for amendment is denied, and require that the request for amendment and any denial be attached in all future disclosures of your child's protected health information;
- Obtain an accounting of disclosures of your child's health information as required to be maintained by law by delivering a written request to our office using the form we provide to you upon request; an accounting will not include internal uses of information for treatment, payment, or operations, disclosures made to you or made at your request, or disclosures made to family members in the course of providing care;
- Request that communication of your child's health information be made by alternative means or at an alternative location by delivering the request in writing to our office using the form we give you upon request; and,
- Revoke authorizations that you made previously to use or disclose information except to the extent information or action has already been taken by delivering a written revocation to our office.

You have a right to review this Notice before signing the consent authorizing use and disclosure of your child's protected health information for treatment, payment, and health care operations purposes.

If you want to exercise any of the above rights, please contact the Privacy Officer in writing or by phone during normal office hours. He/she will provide you with assistance on the steps to take to exercise your rights.

Privacy Officer  
10600 Quivira Rd., Ste. 210  
Overland Park, KS 66215  
(913-541-3300)

## Our Responsibilities

PPA is required to:

- Maintain the privacy of your child's health information as required by law;
- Provide you with a notice as to our duties and privacy practices as to the information we collect and maintain about your child;
- Abide by the terms of this notice;
- Notify you if we cannot accommodate a requested restriction or amendment; and,
- Accommodate your reasonable requests regarding methods to communicate health information with you.

We reserve the right to amend, change, or eliminate provisions in our privacy practices and access practices and to enact new provisions regarding the protected health information we maintain. If our information practices change, we will amend our Notice. You are entitled to receive a revised copy of the Notice by calling and requesting a copy of our "Notice" or by visiting our office and picking up a copy.

## To Request Information or File a Complaint

If you have questions, would like additional information, or want to report a problem regarding the handling of your information, you may contact the Privacy Officer at 913-541-3300.

Additionally, if you believe your privacy rights have been violated, you may file a written complaint at our office to the Privacy Officer. You may also file a complaint by mailing it to the Secretary of Health and Human Services (HHS).

We cannot, and will not, require you to waive the right to file a complaint with HHS as a condition of receiving treatment from our office. We cannot and will not retaliate against you for filing a complaint with HHS.

## Other Disclosures and Uses

### Notification

- Unless you object, we may use or disclose your child's protected health information to notify, or assist in notifying, a family member, personal representative, or other person responsible for your child's care, about your child's location, and about your child's general condition, or your child's death.

### Communication with Family

- Using our best judgment, we may disclose to a family member, other relative, close personal friend, or any other person you identify, health information relevant to that person's involvement in your child's care or in payment for such care if you do not object or in an emergency.

### Disaster Relief

- We may use and disclose your child's protected health information to assist in disaster relief efforts.

### Funeral Directors/Coroners

- We may disclose your child's protected health information to funeral directors or coroners consistent with applicable law to allow them to carry out their duties.

### Marketing

- We may contact you with information about treatment alternatives, or with information about health-related benefits and services that may be of interest to you.

### Food and Drug Administration (FDA)

- We may disclose to the FDA your child's protected health information relating to adverse events with respect to food, supplements, product defects, or post-marketing surveillance information to enable product recalls, repairs, or replacements.

### Public Health

- As required by law, we may disclose your child's protected health information to public health or legal authorities charged with preventing or controlling disease, injury or disability.

### Abuse and Neglect

- We may disclose your child's protected health information to public authorities as allowed or required by law to report abuse or neglect.

### Correctional Institutions

- If your child is an inmate of a correctional institution, we may disclose to the institution or agents thereof your child's protected health information necessary for your child's health and the health and safety of other individuals.

### Law Enforcement

- We may disclose your child's protected health information for law enforcement purposes as required by law, such as when required by court order, or in cases involving felony prosecutions, or to the extent an individual is in the custody of law enforcement.

### Health Oversight

- Federal law allows us to release your child's protected health information to appropriate health oversight agencies for health oversight activities.

### Judicial/Administrative Proceedings

- We may disclose your child's protected health information in the course of any judicial or administrative proceeding as allowed or required by law, with your authorization, or as directed by a proper court order.
- To avert a serious threat to health or safety, we may disclose your child's protected health information consistent with applicable law to prevent or lessen a serious, imminent threat to the health and safety of a person or the public.

### For Specialized Government Functions

- We may disclose your child's protected health information for specialized government functions as authorized by law such as to Armed Forces personnel, for national security purposes, or to public assistance program personnel.

**Effective Date:** August 1, 2003

### Other Uses

- Other uses and disclosures besides those identified in this notice will be made only as otherwise authorized by law or with your written authorization and you may revoke the authorization as previously provided.

# NOTICE OF PRIVACY PRACTICES



## Pediatric Professional Association

10600 Quivira Rd.  
Suite 210  
Overland Park, KS 66215  
(913) 541-3300