

OLYMPIA PEDIATRICS NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about our patients may be used and disclosed, and how this information may be accessed. Please review it carefully. Why? Because your legal rights and private information may be affected. Since our patients are minors, this notice is addressed to their parents or legal guardians who must sign on behalf of those minors.

Olympia Pediatrics respects our patients' privacy. We understand that our patients' personal health information is very sensitive. We will not disclose your information to others unless:

- You tell us to do so, or
- The law authorizes or requires us to do so.

The law protects the privacy of the health information we create and obtain in providing our care and services to you. For example, your protected health information includes your symptoms, test results, diagnoses, treatment, and health information from other providers, and billing and payment information relating to these services. Federal and state laws allow us to use and disclose your protected health information for purposes of treatment and health care operations. State law requires us to get your authorization to disclose this information for payment purposes.

Your Health Information Rights

The health and billing records we create and store are the property of Olympia Pediatrics. The protected health information in it, however, generally belongs to you. You have a right to:

- Receive a copy of this Notice and ask questions about it.
- Ask us to restrict certain uses and disclosures. You must deliver this request to us in writing.
- Request and receive from us a paper copy of the most current Notice of Privacy Practices ("Notice");
- Request to see and to receive a copy of your protected health information. You must make this request in writing. We have a form available for this type of request. Payment is required prior to receiving your medical record.
- Gain access to your health information except within the exceptions granted by law.
- Ask us to change your health information. You must give us this request in writing. You may write a statement of disagreement if your request is denied. Your statement of disagreement will be stored in your medical record, and included with any further release of your records.
- A list of disclosures of your health information upon your request in writing. You may receive this information without charge once every 12 months. If you request this information more than once in 12 months, payment is required prior to receiving the list. This list will not include disclosures to third-party payers, such as motor vehicle insurance.
- Ask that your health information be given to you by another means or at another location. You must sign, date, and give us your request in writing.
- Cancel prior authorizations to use or disclose health information by giving us a written revocation. Your revocation does not affect information that has already been released. It also does not affect any action taken before we have it. You cannot cancel an authorization if its purpose was to obtain insurance.

Our Responsibilities

We are required to:

- Keep your protected health information private;
- Give you a copy of this Notice;
- Designate a privacy officer;
- Follow the terms of this Notice.

We have the right to change our practices regarding the protected health information we maintain. If we make changes, we will update this Notice. You may request the most recent copy of this Notice by telephone, mail or during an office visit.

Web Site

- We have a Web site that provides information about us. For your benefit, this Notice is on the Web site at this address: www.OlympiaPediatrics.com

Examples of Uses and Disclosures of Protected Health Information for Treatment, Payment, and in the course of Health Care Business

For Treatment:

- Information obtained by a nurse, physician, or other member of our health care team will be recorded in your medical record and used to help decide what care may be right for you.
- We may also provide information to others providing your care. This will help them stay informed about your care.

For payment:

- We request payment from your health insurance plan. Health plans require information from us about your medical care. Information provided to health plans may include your diagnoses, procedures performed, or recommended care.

For health care business:

- We use your medical records to assess quality and improve services.
- We may use and disclose medical records to review the qualifications and performance of our health care providers and to train our staff.
- We may contact you to remind you about appointments and give you information about treatment alternatives or other health-related benefits and services.
- We may use and disclose your information to conduct or to arrange for services, including but not limited to:
 - Medical quality review by our health plan;
 - Accounting, legal, risk management, and insurance services;
 - Audit functions, including fraud and abuse detection, and compliance programs.

Disclosures and Uses of Protected Health Information Not Considered In The Course of Treatment

Notification of Family and Others

- We may release health information about you to a family member who is involved in your medical care if the law allows.

- We may also give information to someone who helps pay for your care.
- We may tell your family your condition or that you're in a hospital.
- We may disclose health information about you to assist in disaster relief efforts.

We may use and disclose your protected health information without your authorization as follows (this list may be periodically modified):

- **To Medical Researchers** if the research has been approved and has policies to protect the privacy of your health information. We may also share information with medical researchers preparing to conduct a research project.
- **To Funeral Directors/Coroners** consistent with applicable law to allow them to carry out their duties.
- **To Organ Procurement Organizations (tissue donation and transplant)** that obtain, store, or transplant organs.
- **To the Food and Drug Administration (FDA)** relating to problems with food, supplements, and products.
- **To Comply with Workers' Compensation Laws** if you make a workers' compensation claim.
- **For Public Health and Safety Purposes as Allowed or Required by Law:**
 - To prevent or reduce a serious, immediate threat to the health or safety of a person or the public;
 - To public health or legal authorities
 - To protect public health and safety;
 - To prevent or control disease, injury or disability;
 - To report vital statistics such as births or deaths.
- **To Report Suspected Abuse or Neglect** to public authorities as required by law.
- **To Correctional Institutions** if you are in jail or prison, as necessary for your health and for the health and safety of others.
- **For Law Enforcement Purposes, Judicial/Administrative Proceedings** when we receive a subpoena, court order, or other legal process, or if you are the victim of a crime.
- **For Health and Safety Oversight Activities** we may share health information with the Department of Health.
- **For Disaster Relief Purposes** we may share health information with disaster relief agencies to assist in notification of your condition to family or others.
- **To Employers For Work-Related Conditions That Could Affect Employee Health**
- **To the Military Authorities of U.S. and Foreign Military Personnel** the law may require us to provide information necessary to a military mission.
- **For Specialized Government Functions** such as national security purposes.

For Assistance or For More Information

If you have questions, want more information, or want to report an issue regarding the handling of your protected health information, you may contact: *OLYMPIA PEDIATRICS PRIVACY OFFICER*

If you believe your privacy rights have been violated, you may:

- Discuss your concerns or deliver a written complaint to the designated Privacy Officer at Olympia Pediatrics;
- File a complaint with the U.S. Secretary of Health and Human Services.

Effective Date:

- **April 14, 2003**