

GEORGETOWN PEDIATRICS, P.S.C.

Notice of Privacy Policy & Practices

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THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION- PLEASE REVIEW IT CAREFULLY

Purpose of this Notice

Our Practice respects the privacy of your personal health information (PHI) and understands our legal and professional duty to keep this information confidential and secure. This Notice describes our privacy practices with respect to PHI (which applies to both current and former patients) and explains how you can direct any questions or complaints.

Types of Personal Health Information (PHI) We Collect

Our Practice collects a variety of your personal and health information in order to provide you with the best health care possible. You provide some of this PHI to us when you initially come into the office (ex. address, SSN, health history). We also receive additional PHI (ex. eligibility) through our transactions with employers, insurance companies, and other health care providers. We limit the collection of PHI to that which is necessary to administer our business, provide quality of service, and meet regulatory requirements. The PHI collected is stored in your patient chart and in our computer system.

How We Protect Your PHI

Our Practice treats your PHI confidentially and securely. We limit access to your PHI to only those who need to know that information in order to provide a service to you as our patient (ex. billing clerks or medical assistants). Everyone in our Practice is trained on the importance of safeguarding your PHI and must comply with our internal procedures and applicable law. We must meet federal physical, electronic and procedural security standards to protect your PHI, and to maintain the integrity and accuracy of that information.

Why We May Need to Use or Disclose Your PHI

Our Practice may need to use or disclose your PHI, as permitted by law. The law permits us to disclose your PHI for the following purposes: treatment, payment, regular health care operations, provision of information to you, inclusion in a directory, notification and communication with your family (unless you object), public health, health oversight activities, judicial or administrative proceedings, law enforcement, as deceased person information (to the coroner, medical examiner or funeral director), organ donation, research approved by an Institutional Board, public safety, specialized government functions (military or national security), workers compensation, or marketing (appointment reminders or information on health related benefits or services that may be of interest to you).

Why We May Need to Use or Disclose Your PHI (continued)

Our Practice may need to disclose your PHI as permitted or required by law to our attorneys, accountants and auditors, your authorized representative, or other health care providers. In the event that our Practice is sold or merged with another organization, your PHI will become the property of the new owner.

However, our Practice will not use or disclose your PHI to any other third party without your request or authorization. If you do authorize the practice to use or disclose your PHI, you may revoke your authorization in writing at any time.

Your Rights to Access and Correct Your PHI

Our Practice has procedures for you, as a patient, to access the PHI we collect about you and other than information we collect in connection with or in anticipation of a lawsuit or legal claim, we will make this information available to you within 30 days, upon written request.

You also have the right to request that our Practice amend your PHI that is incorrect or incomplete. Our goal is to keep your PHI up-to-date. However, we are not required to change your health information, and will provide you with our reasoning and how you may voice your disagreement.

Additionally, you have a right to a paper copy of this Notice. However, the Practice reserves the right to amend this Notice at any time in the future. Until such Notice is made, our Practice is required by law to comply with this Notice.

How to Submit a Complaint

Complaints about this Notice or how our Practice handles your personal health information may be directed to the Secretary of Health and Human Services or directly to us, without fear of retaliation:

Horace P. Hambrick, M.D. (Privacy Officer)
Johanne Goodykoontz (Office Manager)