

## Notice of Health Information Practices For Children's Oasis Pediatrics

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

### **Understanding Your Health Information**

Each time you visit a healthcare provider or hospital, a record of your visit is made. Typically this record includes your symptoms, examination, diagnosis, treatment, lab results, insurance information and address. This information, often referred to as your medical record, serves as a:

- basis for planning your care and treatment
- way of communicating between the health professionals that care for you
- legal document describing the care you receive
- way for you and your insurance company to verify that services billed were actually provided
- tool for educating health professionals
- source of information for public health officials whose job it is to ensure the health of the nation

### **Your Health Information Rights**

Although your medical record is the physical property of our office, the information belongs to you. You have the right to:

- request a restriction on certain uses or disclosures of your information
- review and/or obtain a copy of your medical record
- request changes to your medical record
- request a list of disclosures of your medical record
- receive confidential communications regarding your medical record
- revoke your authorization to use or disclose your medical record except to the extent that action has already been taken
- receive a written copy of the Notice of Health Information Practices

### **Our Responsibilities**

Our office is required to:

- maintain the privacy of your health information
- provide you with a Notice of Health Information Practices and to abide by the terms of this notice
- notify you if we are unable to agree to a requested restriction
- accommodate reasonable requests regarding the use and disclosure of your health information

### **For More Information or to Report a Problem**

If you have questions or feel like your privacy rights have been violated please ask to speak to our office manager or Dr. Krieg at 480-792-1012.

If you feel like your privacy rights have been violated you have the right to file a complaint with the Secretary of Health and Human Services. There will be no retaliation for filing a complaint.

### **Uses and Disclosures of Health Information**

- 1) We will use your health information for treatment.

For example: Symptoms and diagnoses recorded in the chart can help guide doctors, nurses, and specialists provide the care you need.

- 2) We will use your health information for payment.

For example: A bill may be submitted to you or your insurance company. The information on the bill will identify the patient, diagnosis, immunizations, and any procedures done.

- 3) We will use your health information for regular health operations.

For example:

- 4) There are some services provided in our organization through contacts with business associates such as the laboratory, billing service, or copier service. When we utilize their services, your health information may be disclosed to them in order for them to provide their service. To protect your health information, however, we require our business associates to appropriately safeguard your information.
- 5) We may contact you to remind you of upcoming appointments.
- 6) As required by law, we may disclose your health information to public health or legal authorities whose job it is to prevent or control disease, injury, or disability.
- 7) We may, in our best judgment, disclose to a family member, close friend, or other person you identify, health information relevant to that person's involvement in the patient's care.

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

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

Effective Date: April 1, 2003