

JDC PEDIATRICS

NOTICE OF PRIVACY PRACTICES

Effective August 26, 2026

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

When this notice refers to you, it includes your child when you are authorized by law to act as the child's personal representative. In certain circumstances, Pennsylvania or federal law permits a minor to consent to specific health care services and control access to information related to those services. When those laws apply, JDC Pediatrics will follow the applicable legal requirements regarding parental access and disclosure of information.

Contact Information

Questions or complaints may be directed to the **Privacy Officer, JDC Pediatrics**, 1824 Good Hope Road, Suite 201, Enola, PA 17025; telephone **717-791-2680**. This notice is also available at **www.JDCPediatrics.com** and at each JDC Pediatrics office.

Who Will Follow This Notice

This notice applies to JDC Pediatrics; health care professionals authorized to enter information into JDC Pediatrics medical records; contracted services when acting for JDC Pediatrics; and all members of the JDC Pediatrics workforce.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We must provide this notice of our legal duties and privacy practices and follow the notice currently in effect.
- We will notify affected individuals promptly if a breach may have compromised the privacy or security of their information.
- We will not use or disclose your information other than as described in this notice unless you authorize us in writing. You may revoke that authorization in writing at any time, except to the extent we have already relied on it.

Your Rights

Inspect or obtain a copy

You may ask to inspect or receive an electronic or paper copy of your medical record and other health information we maintain about you. Submit the request to the Privacy Officer. We generally will provide a copy or summary within 30 days and may charge a reasonable, cost-based fee. We may deny access in limited circumstances permitted by law; when review is available, you may ask for that denial to be reviewed by a licensed health care professional who did not participate in the original decision.

Request an amendment

You may ask us in writing to correct information you believe is incorrect or incomplete. Your request must explain the reason for the change. We may deny the request for reasons permitted by law, but we will explain the denial in writing, generally within 60 days.

Request confidential communications

You may ask us to contact you in a particular way or at a particular location, such as only at a certain telephone number or mailing address. We will accommodate reasonable requests. Contact the Privacy Officer or notify us during registration.

Request restrictions

You may ask us not to use or disclose certain information for treatment, payment, or health care operations, or not to share information with a person involved in your care or payment for your care. We generally are not required to agree. If we agree, we will comply except when the information is needed for emergency treatment or disclosure is otherwise required by law.

If you pay in full out-of-pocket for a specific item or service, you may ask us not to disclose information about that item or service to your health plan for payment or health care operations. We will agree unless disclosure is required by law.

Receive an accounting of disclosures

You may ask for a list of certain disclosures of your health information made during the six years before your request. The list generally does not include disclosures for treatment, payment, or health care operations; disclosures you authorized; or certain other disclosures excluded by law. One accounting in a 12-month period is free; we may charge a reasonable, cost-based fee for an additional accounting during that period after notifying you of the cost.

Receive a paper copy

You may ask for a paper copy of this notice at any time, even if you previously agreed to receive it electronically. We will provide it promptly.

Choose someone to act for you

If a person has legal authority to act as your personal representative, that person may exercise your rights and make choices about your health information. We will verify the person's authority before acting.

File a complaint

If you believe your privacy rights have been violated, you may submit a written complaint to the JDC Pediatrics Privacy Officer at the address above. You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by visiting www.hhs.gov/hipaa/filing-a-complaint, calling 1-877-696-6775, or writing to 200 Independence Avenue, S.W., Washington, D.C. 20201. We will not retaliate against you for filing a complaint.

Your Choices

When permitted by law, you may tell us your preference about sharing information with family members, close friends, or other persons involved in your care or payment for your care and about sharing information during disaster-relief efforts. If you cannot tell us your preference, such as when you are unconscious, we may disclose information when we believe it is in your best interest and the law permits it. We may also disclose information when needed to prevent or lessen a serious and imminent threat to health or safety.

Uses That Generally Require Written Authorization

Potential Redisclosure

Information disclosed to another person or organization may be subject to redisclosure by the recipient and may no longer be protected by the HIPAA Privacy Rule. However, other federal and state laws may continue to protect certain information, including records that receive special protection under applicable law.

JDC Pediatrics does not sell protected health information. We also do not use protected health information for marketing purposes without your authorization.

Most uses and disclosures of psychotherapy notes (if maintained), and other uses and disclosures not described in this notice, will be made only with your written authorization. You may revoke an authorization in writing at any time, except to the extent we have already relied on it.

How We May Use and Disclose Health Information

Treatment

We may use and disclose your information to provide, coordinate, or manage your care. For example, we may share information with another physician, pharmacy, laboratory, hospital, therapist, or other professional involved in your treatment.

Payment

We may use and disclose your information to bill and collect payment from you, your health plan, or another responsible party. For example, we may send information to your insurer to obtain prior approval or determine coverage.

Health care operations

We may use and disclose your information to operate the practice, improve quality, coordinate services, train staff, conduct audits, manage risk, perform credentialing, and contact you when necessary. For example, we may review records to evaluate the quality of care and staff performance.

Public health and safety

When legal requirements are met, we may disclose information for public health activities, including preventing or controlling disease; reporting births, deaths, abuse, neglect, or domestic violence; reporting adverse reactions or product problems; notifying persons about recalls or possible exposure to disease; and preventing or reducing a serious threat to health or safety.

Research

We may use or disclose health information for research when the applicable legal safeguards and approvals have been satisfied.

Comply with law and government oversight

We will disclose information when federal or state law requires it, including to the U.S. Department of Health and Human Services when it requests information to determine our compliance with federal privacy law. We may disclose information to health oversight agencies for legally authorized audits, investigations, inspections, licensure, and similar activities.

Workers' compensation, law enforcement, and special government functions

We may use or disclose information as authorized by law for workers' compensation claims; certain law-enforcement purposes; military and veterans' activities; national security and intelligence activities; and protective services for the President and other officials.

Legal proceedings

We may disclose information in response to a court or administrative order, subpoena, discovery request, or other lawful process when the applicable legal conditions have been met.

Coroners, medical examiners, funeral directors, and organ donation

We may disclose information to a coroner, medical examiner, or funeral director as needed to perform lawful duties, and to organizations that facilitate organ, eye, or tissue donation and transplantation.

Special Protection for Certain Substance Use Disorder Treatment Records

JDC Pediatrics is not a substance use disorder treatment program subject to 42 CFR Part 2. However, we may receive records from programs or providers that are subject to those federal confidentiality requirements. When we receive or maintain records protected by 42 CFR Part 2, we will handle those records in accordance with applicable federal and state law. In general, such records, and testimony describing the contents of those records, may not be used or disclosed in legal proceedings against an individual unless the individual provides written consent or another exception permitted by law applies.

Other Laws Providing Greater Protection

Some federal and Pennsylvania laws provide greater privacy protection for particular information, including certain mental health, substance use disorder, HIV-related, genetic, and minor-consented health information. When a law is more protective than HIPAA, JDC Pediatrics will follow the more protective law.

Changes to This Notice

We may change the terms of this notice, and a revised notice may apply to all information we maintain, including information created or received before the revision. The current notice will be available upon request, in our offices, and on our website. When the notice is revised, we will promptly post it in a clear and prominent location at each service site and make copies available upon request.

This notice replaces the version last revised September 2013. Retain this notice with your important health information.