

Hometown Pediatrics

Notice of Privacy Practices

Effective Date: 01/01/2026

Last Updated: 03/03/2026

Our Commitment to Your Privacy

Hometown Pediatrics is committed to protecting the privacy and security of your child's protected health information ("PHI"). This Notice describes how medical information about your child may be used and disclosed and how you can access this information.

We are required by federal law (HIPAA) and applicable Ohio law to:

- Maintain the privacy of protected health information
 - Provide you with this Notice of our legal duties and privacy practices
 - Follow the terms of this Notice currently in effect
-

What Is Protected Health Information (PHI)?

Protected Health Information includes any information about your child's health condition, treatment, or payment for healthcare that identifies your child.

This includes:

- Medical records
 - Insurance information
 - Billing records
 - Appointment records
 - Electronic communications related to care
-

How We May Use and Disclose Health Information

We may use and disclose PHI without your written authorization for the following purposes:

1. Treatment

We may use and share information to provide, coordinate, or manage your child's healthcare.

Examples:

- Discussing care with specialists
 - Sending prescriptions to pharmacies
 - Coordinating referrals
 - Sharing information with hospitals or emergency departments
-

2. Payment

We may use and disclose information to bill and collect payment.

Examples:

- Submitting claims to insurance companies
 - Verifying insurance coverage
 - Determining eligibility
 - Collecting co-payments or balances
-

3. Healthcare Operations

We may use information to run and improve our practice.

Examples:

- Quality assessment and improvement
 - Staff training
 - Compliance reviews
 - Business planning and administrative functions
-

4. Appointment Reminders and Communication

We may contact you for:

- Appointment reminders
- Test results
- Follow-up care
- Billing matters

Communication may occur by phone, voicemail, text message, patient portal, or email unless you request otherwise.

5. Public Health and Legal Requirements

We may disclose PHI when required by law, including:

- Reporting communicable diseases
 - Reporting suspected abuse or neglect
 - Court orders or subpoenas
 - Public health authorities
 - Law enforcement when legally required
-

6. Emergencies

In emergency situations, we may disclose information to protect your child's health or safety.

7. Minors

Because we provide pediatric care, parents or legal guardians generally have access to their minor child's medical records, except where limited by Ohio law.

Uses and Disclosures Requiring Your Authorization

We will obtain your written authorization before:

- Using or disclosing psychotherapy notes (if applicable)
- Using PHI for marketing purposes
- Selling PHI
- Any other disclosure not described in this Notice

You may revoke authorization in writing at any time.

Your Rights Regarding Health Information

You have the right to:

✓ Request a Copy of Records

You may request a paper or electronic copy of your child's medical record.

We may charge a reasonable, cost-based fee as permitted by Ohio law.

✓ Request an Amendment

If you believe information is incorrect or incomplete, you may request a correction.

✓ Request Restrictions

You may ask us not to use or share certain information.

We are not required to agree, except in certain circumstances involving self-pay services.

✓ Request Confidential Communications

You may ask us to contact you in a specific way (for example, only by phone or only by mail).

✓ Request an Accounting of Disclosures

You may request a list of certain disclosures made outside of treatment, payment, and operations.

✓ Receive a Paper Copy of This Notice

You may request a paper copy at any time.

How We Protect Your Information

We use administrative, physical, and technical safeguards to protect health information, including:

- Secure electronic medical record systems
 - Password-protected access
 - Limited staff access based on job role
 - Secure data transmission
 - HIPAA-compliant communication systems
-

Data Breach Notification

If a breach occurs that compromises the privacy or security of your child's health information, we will notify you as required by federal and Ohio law.

Changes to This Notice

We reserve the right to update this Notice at any time.
Updated versions will be posted on our website and available in our office.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with:

Hometown Pediatrics
152 W. 2nd St. Delphos, OH 45833 ph. 567-765-1111
info@hometownpeds.org

You may also file a complaint with:

U.S. Department of Health and Human Services
Office for Civil Rights
<https://www.hhs.gov/ocr/privacy/hipaa/complaints/>

We will not retaliate against you for filing a complaint.

Contact Information

If you have questions about this Notice or your privacy rights, please contact:

Hometown Pediatrics 152 W. 2nd St. Delphos, OH 45833
567-765-1111
info@hometownpeds.org