

VERRAS PEDIATRICS, P.C.
PEDIATRIC & ADOLESCENT MEDICINE



As required by the Privacy Regulations created as a result of the Health Insurance Portability and accountability Act of 1996.

Effective 4/14/03

This notice describes how medical information about your child as a patient of this practice may be used or disclosed and how you can get access to your child's medical information.

Please review this notice carefully.

We are dedicated to maintaining the privacy of your child's medical records. In conducting our business we will create records regarding your child and the treatment and the services we provide. We are required by law to maintain the confidentiality of health information that identifies your child. We are also required to provide you with this notice of our legal duties and the privacy practices we maintain at Verras Pediatrics concerning your child's medical records. By federal and state law, we must follow the terms of the privacy notice in effect at that time. We realize that these laws are complicated, but we must make available to you the following information:

- * How we may use or disclose your child's medical records
- * Your privacy rights regarding medical records
- * Our obligations concerning the use and disclosure of medical records

The terms of this notice apply to all records containing your child's medical records that are created and retained by us. We reserve the right to revise or amend this Notice of Privacy Practices. Any such revision or amendment will be effective for all of the records we create or maintain in the future. Our practice will make readily available a copy of our current Notice of Privacy at all times and you may request a copy of the most current Notice at any time.

If you have any questions about this notice, please contact:

Maria Schumann, Privacy Officer

2007 Montreal Road
Tucker, Georgia 30084

Phone: 770-491-1285

We may use and disclose your child's medical records in the following ways:

Treatment: We use medical information about your child. For example, may be used to order lab tests, or respond to a pharmacy call for a prescription refill. We may disclose medical information to other healthcare providers involved in the care of your child.

Payment: We may use or disclose medical information in order to bill and collect payment for services and items your child may receive from us. For example, we may contact your health insurer to certify that your child is eligible for benefits or to determine if coverage exists for treatment to be provided. We may disclose this information to other providers and entities to assist in their billing and collection efforts.

Healthcare Operations: We may use and disclose medical information to operate our practice. For example to help evaluate the quality of care your child received from us, or to conduct business planning activities for our practice. We may also use and disclose medical information to other medical providers to assist them in their operations.

Appointment Reminders: We may use and disclose medical information when we contact you to remind you of an appointment.

Release of Information to Others: We may use or disclose medical information to a family member or friend involved in the care of your

child. For example you may have a family member or "nanny" bring your child to us for treatment. This person may have access to your child's medical records.

Disclosure Required By Law: We will use or disclose medical information when we are required to do so by federal, state or local law. See below for examples.

Use and Disclosure of Medical Information in Certain Special Circumstances

Public Health Risks - We may disclose medical information to public health authorities authorized by law to collect information for the purpose of:

- * maintaining vital records, such as births and deaths
- * reporting child abuse or neglect
- * preventing or controlling disease, injury or disability
- * notifying a person regarding potential exposure to a communicable disease
- * reporting reactions to drugs or problems with products or devices
- * notifying persons if a product or device they may be using has been recalled

Health Oversight Activities - We may disclose medical information to a health oversight agency for activities authorized by law. Examples of this include: inspections, audits, surveys, investigations, civil, administrative or criminal procedures or actions; or other activities necessary for the government to monitor government program, compliance with civil rights or the healthcare system in general.