

# Jacksonville Pediatrics Privacy Policy Notification

## INTRODUCTION

Jacksonville Pediatrics is committed to protecting the privacy of our patients. In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPPA), Jacksonville Pediatrics has created a Privacy Policy. The purpose of this notification is to familiarize yourself with the existence of our policy as well as give you an overview of its contents. The full written policy is available to you on request.

## HIGHLIGHTS

**Your Rights:** You have a right to inspect and copy your protected health information. You have a right to request a restriction of your protected health information. You have the right to have your physician amend your health information. You have a right to receive an accounting of disclosures of your protected health information.

Jacksonville Pediatrics will use your private information in a variety of ways to facilitate your care. Some of these uses require your written consent and some do not. Private information (termed Protected Health Information or PHI in HIPPA), includes anything which individually might identify you (Name, SSN, diagnoses, etc)

Jacksonville Pediatrics may use your PHI without written consent to communicate with emergency rooms, hospitals, specialists, lab and x-ray facilities, and other facilities involved in the current treatment of the patient. In addition, Jacksonville Pediatrics will routinely use PHI in the submission of billing to insurance companies. Also, any release required by law (mandatory notification of contagious disease to the health department, issues involving abuse or neglect, adverse drug and treatment reports to the FDA, issues involving criminal activity to law enforcement, or other releases required by law) may take place.

Jacksonville Pediatrics requires your written consent to release PHI to parties other than those listed above. This includes release to relatives other than immediate caregivers, to attorneys, to employers, to life insurance or disability insurance carriers, to research projects, or any others not listed previously.

Jacksonville Pediatrics does have business relationships with some companies who might periodically have access to your PHI. These include our attorneys, practice management consultants, computer system consultants and others. The purpose of these situations is for these entities to advise us, internally, on our practice operations. Jacksonville Pediatrics maintains a contractual agreement with these entities which restricts their use of private information to their business relationship with us.

Jacksonville Pediatrics does increasingly use computer systems to transmit private information. This is largely to transmit claim and referral information with insurers and to exchange private information with other health care facilities. HIPPA mandates the secure electronic transmission of private information and we are in compliance with those requirements.

Jacksonville Pediatrics does use PHI during the day to day operations of the office. While certain uses of PHI (such as calling you by name in the waiting room) are acceptable, others (such as a person overhearing a telephone call regarding your case) are not. From after hours security systems, to keeping charts out of patient areas, to minimizing the volume of our conversations, to shutting exam room doors and others, we are committed to preventing inadvertent disclosures. Your feedback about how we are doing in this or any other area is strongly encouraged.

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