

NOTICE OF PRIVACY PRACTICES

Effective 6/15/08

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. If you have any questions, please contact Pam Marshall, business manager.

PERSONS TO WHOM THIS NOTICE APPLIES:

- Any health care professional authorized to enter information into your chart.
- All departments of the Peninsula Children's Clinic
- Any member of a volunteer group we allow to help you while you are at our practice.
- All employees, staff, and other practice personnel.

OUR PLEDGE REGARDING MEDICAL INFORMATION:

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive at the practice. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by our physicians and staff.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

We are required by law to:

- Make sure that medical information that identifies you is kept private.
- Give you this notice of our legal duties and privacy practices with respect to medical information about you.
- Follow the terms of the notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU:

The following categories describe different ways that we use and disclose medical information. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

- 1) **FOR TREATMENT:** We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to other doctors, nurse practitioners, nurses, technicians, or medical students who are involved in taking care of you in our practice. For example, your doctor

- treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process. Different departments of the practice also may share medical information about you in order to coordinate the different things you need, such as prescriptions, lab work, and x-rays.
- 2) **FOR PAYMENT:** We may use and disclose medical information about you so that the treatment and services you receive at our practice may be billed to and payment may be collected from you, an insurance company, or a third party. For example, we may need to give your health plan information about your care received so your health plan will pay us or reimburse you for the visit. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover your treatment.
 - 3) **TREATMENT ALTERNATIVES:** We may use and disclose medical information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.
 - 4) **HEALTH RELATED BENEFITS AND SERVICES:** We may use and disclose medical information to tell you about health-related benefits or services that may be of interest to you.
 - 5) **INDIVIDUALS INVOLVED IN YOUR CARE OR PAYMENT FOR YOUR CARE:** We may release medical information about you to a friend or family member who is involved in your medical care if we have your permission. Parents may access a minor's information under some circumstances without permission.
 - 6) **AS REQUIRED BY LAW:** We will disclose medical information about you when required to do so by federal, state, or local law.
 - 7) **TO AVERT A SERIOUS THREAT TO HEALTH OR SAFETY:** We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to prevent the threat.
 - 8) **MILITARY AND VETERANS:** If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign military authority.
 - 9) **PUBLIC HEALTH RISKS:** We may release medical information about you for public health activities. These activities include the following:
 1. To prevent or control disease, injury, or disability
 2. To report births and deaths
 3. To report reactions to medications or problems with products
 4. To notify people of recalls of products they may be using
 5. To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition
 - 10) **ABUSE OR NEGLECT:** We may notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence. We will only make this disclosure when required or authorized by law.

- 11) **WORKERS COMPENSATION:** We may release medical information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.
- 12) **HEALTH OVERSIGHT ACTIVITIES:** We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.
- 13) **LAWSUITS & DISPUTES:** If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.
- 14) **LAW ENFORCEMENT:** We may release medical information if asked to do so by a law enforcement official:
 1. In response to a court order, subpoena, warrant, summons, or similar process
 2. To identify or locate a suspect, fugitive, material witness, or missing person
 3. About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement.
 4. About a death we believe may be the result of criminal conduct.
 5. About criminal conduct at the practice.
 6. In emergency circumstances to report a crime, the location of the crime or victims, or the identity, description or location of the person who committed the crime.
- 15) **CORONERS, MEDICAL EXAMINERS, AND FUNERAL DIRECTORS:** We may release medical information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical information about patients to funeral directors as necessary to carry out their duties.
- 16) **NATIONAL SECURITY AND INTELLIGENCE ACTIVITIES:** We may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.
- 17) **PROTECTIVE SERVICES FOR THE PRESIDENT AND OTHERS:** We may disclose medical information about you to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.
- 18) **INMATES:** If you are an inmate of a correctional institution or under the custody of law enforcement officials, we may release medical information about you to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institute.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU:

You have the following rights regarding medical information we maintain about you or your children:

- 1) **RIGHT TO INSPECT AND COPY:** You have the right to inspect and copy medical information that may be used to make decisions about the patient's care. Usually, this includes medical and billing records, but does not include psychotherapy notes.

To inspect and copy medical information that may be used to make decisions about you or your child, you must submit your request in writing to the PENINSULA CHILDRENS CLINIC, INC. If you request a copy of the information, we may charge a fee for the costs of copying, mailing, or other supplies associated with your request.

We may deny your request to inspect and copy in certain limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed. Another licensed health care professional chosen by the practice will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

- 2) **RIGHT TO AMEND:** If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by the practice.

To request an amendment, your request must be in writing and submitted to the PENINSULA CHILDRENS CLINIC, INC. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

1. Was not created by us, unless the person or entity that created the information is no longer available to make the amendment.
2. Is not part of the medical information kept by this practice.
3. Is not part of the information, which you would be permitted to inspect and copy.
4. Is accurate and complete.

- 3) **RIGHT TO AN ACCOUNTING OF DISCLOSURES:** You have the right an “accounting of disclosures.” This is a list of the disclosures we made of medical information about you.

To request this list or accounting of disclosures, you must submit your request in writing to the PENINSULA CHILDRENS CLINIC, INC. Your request must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a 12 – month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

- 4) **RIGHT TO REQUEST RESTRICTITONS:** You have the right to request a restriction or limitation of the medical information we use or disclose about you for treatment, payment, or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment of your care, like a family member or friend. For example, you could ask that we not use or disclose information about treatment you had.

WE ARE NOT REQUIRED TO AGREE TO YOUR REQUEST. If we do agree, we will comply with your request unless the information is needed to provide you or your child emergency treatment.

To request restrictions, you must make your request in writing to the PENINSULA CHILDRENS CLINIC, INC. In your request, you must tell us (1) what information you want to limit;(2) whether you want to limit our use, disclosure, or both; and (3) to whom you want the limits to apply, for example, disclosures to your child’s family members, etc.

- 5) **RIGHT TO REQUEST CONFIDENTIAL COMMUNICATIONS:** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or my mail.

To request confidential communications, you must make your request in writing to the PENINSULA CHILDRENS CLINIC, INC. We will not ask you for the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

- 6) **RIGHT TO A PAPER COPY OF THIS NOTICE:** You have the right to a paper copy of this notice at any time. Even if you have read this notice, you are still entitled to a paper copy of this notice. To obtain a copy of this notice copy any of the staff of the PENINSULA CHILDRENS CLINIC, INC.

CHANGES TO THIS NOTICE

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current notice in the practice. The notice will contain the effective date on the first page.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with the practice or with the Secretary of the Department of Health and Human Services. To file a complaint with the practice, contact PAM MARSHALL- BUSINESS MANAGER at the PENINSULA CHILDRENS CLINIC INC., 902 E. CAROLINE –PORT ANGELES, WA 98362, (360)457-8578. All complaints must be in writing **YOU WILL NOT BE PENALIZED FOR FILING A COMPLAINT.**

OTHER USED OF MEDICAL INFORMATION

Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you or your child, you may revoke that permission in writing, at any time. If you revoke your permission, we will not longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.