



BAER PEDIATRICS LLC

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NOTICE OF PRIVACY PRACTICES

This notice describes how information about you may be used and disclosed, and how you can get access to this information. Please review it carefully.

At Baer Pediatrics LLC, we are committed to treating and using protected health information (PHI) about your child responsibly. This Notice of Privacy Practices (Notice) describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your child's PHI. This Notice has been updated in accordance with the HIPAA Omnibus Rule and is effective March 1, 2013. It applies to all PHI as defined by federal regulations.

Understanding Your Child's Health Record/Information

During each visit at Baer Pediatrics, a record of your child's visit is made. Typically, this record contains symptoms, examinations, and test results, diagnoses, treatment, and a plan for future care or treatment. This information may be used or disclosed to:

- Plan for your child's care and treatment.
- Communicate with other providers who contribute to your child's care.
- Serve as a legal document.
- Receive payment from you, your plan, or your health insurance.
- Assess and continually work to improve the care we render and the outcomes that we achieve.
- Comply with state and federal laws that require us to disclose your child's health information.

Understanding what is in your child's records and how your child's health information is used helps you to: ensure its accuracy, better understand who, what, when, where, and why others may access your child's health information, and make more informed decisions when authorizing disclosure to others.

Your Child's Health Information Rights

Although your child's health record is the physical property of Baer Pediatrics LLC, the information belongs to you. You have the right to request to:

- Access, inspect, and copy your child's health record. Baer Pediatrics LLC will charge you a reasonable cost-based fee for the cost of supplies and labor or copying.
- Amend your child's health record which you believe is not correct or complete. Baer Pediatrics LLC is not required to agree to the amendment if Baer Pediatrics LLC did not create the information or if it is correct or complete.
- Obtain an accounting of disclosures of your child's health information.
- Communications of your child's health information by alternative means (e.g. email) or at alternative locations (e.g. post office box).
- Place a restriction to certain uses and disclosures of your child's information. In most cases Baer Pediatrics LLC is not required to agree to these additional restrictions, but if they do agree, Baer Pediatrics LLC will abide by the agreement (except in certain circumstances where disclosure is required or permitted, such as an emergency, for public health activities, or when disclosure is required by law). Baer Pediatrics, LLC must comply with request to restrict the disclosure of PHI to a health plan for purposes of carrying out payment or health care operations if the PHI pertains solely to a health care item or service for which we have been paid out of pocket in full.
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.
- Obtain a copy of your child's health care information in paper or a machine readable electronic format.

Our Responsibilities

Baer Pediatrics, LLC is required to:

- Maintain the privacy of your child's health information.
- Provide you with this Notice as to our legal duties and privacy practices with respect to information we collect and maintain about your child.
- Abide by the terms of the Notice currently in effect.
- Notify you in writing if we are unable to agree to a requested restriction.
- Accommodate reasonable requests that you may have to communicate health information by alternative means or at alternative locations.
- Notify you in writing of a breach where your child's unsecured PHI has been accessed, acquired, used, or disclosed to an unauthorized person. "Unsecured PHI" refers to PHI that is not secured through the use of technologies or methodologies that render the PHI unusable, unreadable, or indecipherable to unauthorized individuals.
- We reserve the right to change our practices and to make the new provisions effective for all PHI we maintain. Should our information practices change, such revised Notices will be made available to you.

We will not use or disclose your child's health information without your written authorization, except as described in this Notice.

For more information or to Report a Problem

If you have questions and would like additional information, you may contact Baer Pediatrics, LLC.

If you believe your child's privacy rights have been violated, you can file a written complaint with the Privacy Officer at Baer Pediatrics, or with the Office for Civil Rights, U.S. Privacy Officer, or the Office for Civil Rights.

Printed name of patient

Date

Signature of Patient or Guardian

Relationship to Patient