

PRIVACY POLICY PREFERRED PEDIATRICS

PURPOSE

To implement compliance with the privacy regulations (45.C.F.R. 164.500 et seq.) issued by the Department of Health and Human Services (“HHS”) under the Health Improvement, Portability, and Accountability Act (HIPPA”), Preferred Pediatrics have appointed a privacy officer. The general policy of this office is to provide to a patient, or parent, as permitted by law, his or her protected health information and to protect the confidentiality of such health information as required by law.

IMPLEMENTATION

The office manager has been designated as the contact person responsible for receiving requests and complaints related to access, privacy, amendment and accountings of protected health information and any other request or complaint relating to PHI issues and she will be able to provide further information about matters covered in the office’s privacy notice.

TRAINING

The office will train all members of its workforce on the policies and procedures as to the protected health information. Therefore, new members of the workforce will receive such training in a reasonable time after they join the workforce. Periodic training and documentation of training will occur for all staff and when there has been material change in the policies.

SAFEGUARDS

The office will put into place appropriate administrative, technical, and physical safeguards to protect the privacy of protected health information. Such safeguards are intended to reasonably safeguard protected health information from intentional or unintentional use or disclosure.

CONSENT

To the extent required, the office will obtain a consent prior to, or at the time of, creating a relationship with a patient allowing such entity to use and disclose protected health information for treatment, payment, and health care operation as required by law.

AUTHORIZATION

To the extent required by law, the entity will obtain an authorization prior to disclosing any protected health information.

CONFIDENTIALITY & COMMUNICATION REQUESTS

The office shall establish a procedure for allowing an individual to request that its records be maintained in a certain confidential manner and that communications be transmitted to him/her in a certain way.