

NOTICE OF PRIVACY PRACTICES BEDFORD PEDIATRICS

The following is the privacy policy of Bedford Pediatrics as described in the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated thereunder, commonly known as HIPPA. HIPPA requires covered entity by law to maintain the privacy of your personal health information and to provide you with notice of covered entity's legal duties and privacy policies with respect to your personal health information. We are required by law to abide by the terms of the privacy notice.

OUR RESPONSIBILITY

Bedford Pediatrics is required to maintain the privacy of your protected health information. This includes medical information about you that is collected during the course of your treatment. Information about care that you have received from other providers may also be included in Bedford Pediatrics medical record. Health information also includes demographic and payment information.

USES OR DISCLOSURES OF YOUR PERSONAL HEALTH INFORMATION

The following are examples of types of uses and disclosures of your health information that Bedford Pediatrics is legally permitted to make:

1. Uses and Disclosures of Health Information for treatment, payments and operations

Your health information may be used and disclosed by your physician and Bedford Pediatric staff who are involved in your care and treatment. Your health information may also be used and disclosed as necessary to obtain reimbursement for care provided to you.

Treatment- Bedford Pediatrics may use your health information to provide and manage your health care. Information may be disclosed to other health care professionals for coordination /management of health care and related services; consultation between health care providers relating to patient care; or referral of patient for health care from one health care provider to another.

Payment- Bedford Pediatrics may use and disclose your health information to obtain payment for health care services. We may disclose information to your health plan or third party payer in order to make sure treatment is approved, verify eligibility or coverage benefits and to permit payer to review services provided for medical necessity.

Health Care Operations- Bedford Pediatrics may use or disclose health information in order to conduct the business of providing health care. These health care operations may include quality assessment, training of medical students, staff performance and various other activities that are necessary to run our practice and to improve the quality and cost effectiveness of the care that we deliver.

Bedford Pediatrics may use and disclose health information to remind you of an appointment, provide you with information about treatment alternatives or other health-related benefits, products and services which may be beneficial to improving your health.

2. Other Permitted and Required Uses and Disclosures of Your Health Information

There are other circumstances in which Bedford Pediatrics is permitted or required to disclose Your health information, in accordance with applicable law.

Involvement of Others- Bedford Pediatrics may ask you if we may share relevant health information about you with family members or anyone else you identify. If you are not present, unable to communicate or in an emergency situation, our staff may use their professional judgement to determine whether to share this information. We may disclose your health information to an authorized public or private entity to assist in disaster relief efforts and to coordinate efforts to notify someone on your behalf in the event of an emergency or disaster.

Public Health- Bedford Pediatrics may disclose your health information for public health activities, including infectious disease, reactions to medications or problems with products, and exposure to communicable disease.

Victims of Abuse, Neglect or Domestic Violence- We may disclose your health information to an appropriate agency authorized by law if we believe you are a victim of abuse, neglect or domestic violence.

Health Oversight- We may be required to disclose health information to a health oversight agency for audits, investigations, inspections, and other health oversight activities-these agencies include government agencies that oversee the health care system, government benefit programs, government regulatory programs and civil rights laws.

Legal- We may disclose health information in response to a legal order.

Law Enforcement- We may disclose health information for law enforcement purposes.

Coroners, Funeral Directors and Organ Donation- We may disclose health information to an organization as necessary.

Research- We may disclose health information for research purposes under certain conditions.

To avert a serious threat to health and safety- We may disclose health information to prevent or lessen a serious threat to a person's or the public's health or safety.

Specialized Government Functions- We may be required to disclose health information to units of the government with special functions (i.e. U.S. Military or Department of State).

Required by Law- We may be required to use or disclose health information to the extent that is required by federal, state or local law; this includes any other law not already referred to above. This disclosure will be made in compliance with the law and will be limited to relevant requirements of the law.

USES AND DISCLOSURES OF HEALTH INFORMATION BASED ON WRITTEN AUTHORIZATION

Written authorization will be obtained prior to making any use or disclosure of data other than those described above (ex. Life insurance company). You may revoke authorization at any time, in writing.

YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION

Although your medical record is the property of Bedford Pediatrics, at any time you may inspect and obtain a copy. Under limited circumstances, we may limit your access to certain portions of your record. If you are denied, you may have the right to have this decision reviewed. All requests to access your medical record must be made in writing.

You have the right to request an amendment of your health information if you think the information is incorrect or incomplete.

You have the right to request a restriction of your health information. This request must be submitted in writing and will be honored, unless the information is needed to provide you emergency treatment.

You have the right to request the way we communicate with you. (ex. Do not leave message on answering machine.)

You have the right to receive an accounting of certain disclosures we have made, if any, of your health information. The right to receive this information is subject to certain exceptions, restrictions and limitations.

You have a right to obtain a paper copy of this notice.

If you believe Bedford Pediatrics has violated your privacy rights, you may communicate your concerns to us. We will make every effort to respond to your concerns. You may also send a written complaint to the Director, Office for Civil Rights of the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint.

AMENDMENTS TO THIS PRIVACY POLICY

We reserve the right to revise or amend this Privacy Policy at any time. These revisions or amendments may be made effective for all personal health information we maintain. We will provide you with notice of any revisions or amendments to the policy as requested.

Amended 11/01/2017

Bedford Pediatrics
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