



GAHANNA PEDIATRICS

NURTURING WHILE HEALING

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NOTICE OF PRIVACY PRACTICES

It is the policy of our practice that all physicians and staff preserve the integrity and the confidentiality of Protected Health Information (PHI) pertaining to our patients. The purpose of this policy is to ensure that our practice and its physicians and staff have the necessary medical and PHI to provide the highest quality medical care possible while protecting the confidentiality of the PHI of our patients to the highest degree possible. Patients should not be afraid to provide information to our practice and its physicians and staff for purpose of treatment, payment and healthcare operations (TPO). To that end, our practice and its physicians and staff will adhere to the standards set forth in this Notice of Privacy Practices.

We will collect, use and disclose PHI only in conformance with state and federal laws and current patient covenants and/or authorizations, as appropriate. Our practice and its physicians and staff will not use or disclose PHI for uses outside of practice's TPO, such as marketing, employment, life insurance applications, etc. without and authorization from the patient.

Our practice will use and disclose PHI to remind patients of their appointments unless they instruct us not to.

We will recognize that PHI collected about patients must be accurate, timely, complete, and available when needed and implement reasonable measures to protect the integrity of all PHI maintained about patients.

Our practice and its physicians and staff respect the patient's individual dignity at all times. We recognize that patients have a right to privacy. Our practice and its physicians and staff will respect each patient's privacy to the extent consistent with providing the highest quality medical care possible and with the efficient administration of the practice.

We will act as responsible information stewards and treat all PHI as sensitive and confidential. Consequently, our practice and its physicians will treat all PHI data as confidential in accordance with professional ethics, accreditation standards and legal requirements and not disclose PHI data unless the patient (or his or her authorized representative) has properly authorized the release or the release is otherwise authorized by law.

We will also recognize that, although our practice "owns" the medical record, the patient has a right to inspect and obtain a copy of his/her PHI. In addition, patients have a right to request an amendment to his/her medical records if he/she believes his/her information is inaccurate or incomplete. We will permit patients access to their medical records when their written requests are approved by our practice. If we deny their request, then we must inform the patients that they may request a review of our denial. In such cases, we will have an on-site healthcare professional review the patient's appeals and provide patients an opportunity to request correction of inaccurate or incomplete PHI in their medical records in accordance with the law and professional standards.

All physicians and staff of our practice will adhere to any restrictions concerning the use or disclosure of PHI that patients have requested and have been approved by our practices.

All physicians and staff of our practice must adhere to this policy. Our practice will not tolerate violation of this policy. Violation of this policy is grounds for disciplinary action, up to and including termination of employment and criminal or professional sanctions in accordance with our patient's personnel rules and regulations.

Our practice has the right to change this privacy policy in the future. Any changes will be effective upon the release of a revised privacy policy and will be posted and available to patients upon request.