

**CENTRAL ARKANSAS PEDIATRIC CLINIC
2301 Springhill Road, Suite 200
Benton, AR 72019**

**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 about this notice, please contact the Central Arkansas Pediatric Clinic Privacy Officer at (501) 847-2500.

WHO WILL FOLLOW THIS NOTICE

This notice describes our office's practices and that of all healthcare professionals, employees and staff.

OUR PLEDGE REGARDING MEDICAL INFORMATION

We understand that medical information about our patients is personal. We are committed to protecting medical information about our patients. We create a record of the care our patients receive in our office. We need this record to provide our patients with quality care and to comply with certain legal requirements. This notice applies to all of the records of patient care generated by our office.

This notice will tell you about the ways in which we may use and disclose medical information about our patients. 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 our patients is kept private;

give our patients this notice of our legal duties and privacy practices with respect to medical information about them; and

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.

For Treatment. We may use medical information about our patients to provide our patients with medical treatment or services. We may disclose medical information about our patients to doctors, nurses, technicians, or other medical personnel who are involved in taking care of our patients. For example, a doctor treating our patient for a broken leg may need to know if our patient has diabetes because diabetes may slow the healing process. We also may share medical information about our patients with other healthcare providers who are treating them in order to coordinate the different things our patients need, such as prescriptions, lab work and x-rays.

For Payment. We may use and disclose medical information about our patients so that the treatment and services received at our office may be billed to and payment may be collected from our patient's representatives, an insurance company or a third party. For example, we may need to give a health plan information about treatment received at our office so the health plan will pay for or reimburse for payment for the services. We may also tell a health plan about a treatment your child will receive to obtain prior approval or to determine whether your plan will cover the treatment.

For Healthcare Operations. We may use and disclose medical information about our patients for healthcare operations. These uses and disclosures are necessary to run our office and make sure that all of our patients receive quality care. For example, we may use medical information to review our treatment and services and to evaluate the performance of our staff in caring for your child. We may also combine medical information about many of our patients to decide what additional services we should offer, what services are not needed, and whether certain new treatments are effective. We may also disclose information to doctors, nurses, technicians, medical students, and other personnel for review and learning purposes. We may also combine the medical information we have with medical information from other physician offices to compare how we are doing and see where we can make improvements in the care and services we offer. We may remove information that identifies your child from this set of medical information so others may use it to study healthcare and healthcare delivery without learning who the specific patients are. We may disclose information to allow us to perform patient safety activities.

Appointment Reminders. We may use and disclose medical information to contact you as a reminder that your child has an appointment for treatment or medical care at our office. We may leave messages on your answering machine about appointments unless you tell us not to do so.

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 and your child.

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 and your child.

Communication With Family. Healthcare professionals, using their best judgment, may disclose to a family member, a close personal friend or any other person you identify, health information needed for that person to be involved in your child's care or payment related to your child's care.

As Required By Law. We will disclose medical information about your child when required to do so by federal, state or local law.

To Avert a Serious Threat to Health or Safety. We may use and disclose medical information about your child 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 help prevent the threat.

SPECIAL SITUATIONS

Military and Veterans. If you are a member of the armed forces, we may release medical information about our patients as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign military authority.

Workers' Compensation. We may release medical information about our patients for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks. As required by law, we may disclose medical information about our patients to authorities charged with preventing or controlling disease or disability.

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 healthcare system, government programs, and compliance with civil rights laws.

Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, we may disclose medical information about your child in response to a court or administrative order. We may also disclose medical information about your child 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.

Law Enforcement. We may release medical information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process; to identify or locate a suspect, fugitive, material witness, or missing person; about the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement; about a death we believe may be the result of criminal conduct; and 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.

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.

National Security and Intelligence Activities. We may release medical information about our patients to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Protective Services for the President and Others. We may disclose medical information about our patients to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.

OTHER USES 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 your child, you may revoke that permission, in writing, at any time and we will no longer use or disclose medical information about your child 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 our patients.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOUR CHILD

You have the following rights regarding medical information we maintain about your child:

Right to Inspect and Obtain a Copy. You have the right to inspect and obtain a copy of medical information that may be used to make decisions about your child's care. Usually, this includes medical and billing records, but does not include psychotherapy notes.

To inspect and obtain a copy of medical information that may be used to make decisions about your child, you must submit your request in writing to *Central Arkansas Pediatric Clinic, 2301 Springhill Road, Suite 200, Benton, AR 72019*. 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 will provide access to you in the format that you request if it is readily producible. If you request that we send your information to another person that you designate, we will do so. You must submit your request in writing, sign the request, and clearly identify the person to which we should send your information.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed. Another licensed healthcare professional chosen by our office 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.

Right to Amend. If you feel that medical information we have about your child 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 or for the clinic.

To request an amendment, your request must be made in writing and submitted to the *Central Arkansas Pediatric Clinic, 2301 Springhill Road, Suite 200, Benton, AR 72019*. 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:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the medical information kept by or for our office;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete.

Right to an Accounting of Disclosures. You have the right to request an "accounting of disclosures." This is a list some of the disclosures we made of the patient's medical information.

To request this list or accounting of disclosures, you must submit your request in writing to *Central Arkansas Pediatric Clinic, 2301 Springhill Road, Suite 200, Benton, AR 72019*. Your request must state a time period which may not be longer than six (6) 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 twelve (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.

Right to Request Restrictions. You have the right to request a restriction or limitation on the medical information we use or disclose about your child for treatment, payment or healthcare operations. You also have the right to request a limit on the medical information we disclose about your child to someone who is involved in your child's care or the payment for your child's care, like a family member or friend. For example, you could ask that we not use or disclose information about a particular type of treatment your child received.

We are not required to agree to your request except as set forth below. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you must make your request in writing to our office's Privacy Officer. 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. Please understand that unless a parent's parental rights have been limited by a court, both parents are generally entitled to access their child's protected health information.

Right to Restrict Disclosure for Services Paid for Out of Pocket. If you request, in accordance with this Notice, that we not disclose information concerning treatment that you have paid for in full out of pocket to a health plan (for purposes of payment or health care operations) we are required to comply with your request, unless we are required by law to disclose the information.

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 by mail.

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

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

To obtain a paper copy of this notice, inquire at the reception desk.

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 our patients as well as any information we receive in the future. We will post a copy of the current notice in our office. The notice will contain the effective date. In addition, each time you register for treatment or healthcare services, we will offer you a copy of the current notice in effect.

COMPLAINTS

If you believe your child's privacy rights have been violated, you may file a complaint with our office or with the Secretary of the Department of Health and Human Services. To file a complaint with our office, contact the Privacy Officer at *Central Arkansas Pediatric Clinic, 2301 Springhill Road, Suite 200, Benton, AR 72019*. All complaints must be submitted in writing.

You will not be penalized for filing a complaint.

EFFECTIVE DATE: September 23, 2013