

Notice of The Pediatric Development Center's Privacy Practices

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.

The Pediatric Development Center (PDC) is required by law to protect certain aspects of your health care information known as **Protected Health Information or PHI** and to provide you with this Notice of Privacy Practices

This Notice describes our privacy practice, your legal rights, and lets you know

- How the Pediatric Development Center is permitted to use and disclose PHI about the patient
- How you can access and copy that information
- How you may request amendment of that information

Uses and Disclosures of PHI: PDC may use PHI for the purposes of treatment payment, and healthcare operations, in most cases without your written permission. Examples of our use of your PHI

For treatment: This includes verbal and written information that we obtain about the patient and use pertaining to his/her medical condition and treatment. It also includes information we give to other health care personnel to whom we transfer or share in the patient's care and treatment.

For payment: This includes any activities we must undertake in order to get reimbursed for the services we provide you.

For health care operation: This includes the use of the patient's records for quality assurance activities, obtaining legal and financial services, conducting business planning, processing grievances and complaints, creating reports that do not individually identify you for data collection purposes.

Uses and Disclosure of PHI Without Your Authorization: PDC is permitted to use PHI without your written authorization or opportunity to object in certain situations, including:

- For health care fraud and abuse detection or for activities related to compliance with the law;
- To a family member, other relative or close personal friend or other individual involved in the patient's care if we obtain your verbal agreement or if we give you an opportunity to object to such a disclosure and you do not raise an objection. We may also disclose relevant health information regarding the patient if we infer from the circumstances that you would not object;
- To a public health authority in certain situations (such as reporting child abuse or neglect);
- For health oversight activities;
- For judicial and administrative proceedings as required by a court of administrative order, or in some cases in response to a subpoena or other legal process;
- For law enforcement activities in limited situations;
- For workers' compensation purposes;
- We may use and disclose health information in a way that does not personally identify the patient or reveal who you are;

Authorization is required by the patient or legal guardian before the patient's PHI may be used or disclosed for other purpose

Patient Rights

- The patient or the patient's legal guardian has the right to access, copy or inspect the patient's PHI
A fee may be charged for you to copy this medical information. In limited circumstances, we may deny you access to the medical information, and you may appeal certain types of denials.
- The right to amend your PHI. The right to request amending your PHI

You have the right to ask us to amend written medical information that we may have about you. If errors are found, we will generally amend your information in 30 days of your request and will notify you when we have amended the information. We are permitted by law to deny your request to amend your medical information but only in certain circumstances. For example, if we believe the information is correct and no errors exist, your request will be denied.

➤ Internet, Electronic Mail, and the Right to Obtain Copy of Paper Notice on Request

If we maintain a web site, we will post a copy of this Notice on our web site. You may request a paper copy of this Notice

Revisions to the Notice:

PDC reserves the right to change the terms of this Notice at any time, and the changes will be effective immediately and will apply to all protected health information that we maintain. Any material changes to the Notice will be promptly posted in our facilities and posted to our web site if we maintain one. You can get a copy of the latest version of this Notice by contacting the Privacy Contacts listed below.

Your Legal Rights and Complaints

You also have the right to complain to us, or to the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint. Should you have any questions, comments, or complaints, you may contact the Privacy Contacts below.

Privacy Contacts

Tracy Wilson and Amy Wetherill, 301-869-7505