

SOUTH TEXAS CENTER FOR PEDIATRIC CARE

If You Want to File a Complaint about any Violation of our Privacy Practices

If you believe that we have somehow failed to follow our Privacy Policies, please contact our Chief Privacy Officer at the address at the bottom of our Notice. We cannot and will not retaliate against you if you file a complaint. You also have the right to file a complaint with the Secretary of Health and Hyman Services.

That address is:

**U.S. Department of Health and Human Services
HIPAA Complaint
7500 Security Blvd., C5-24-04
Baltimore, MD 21244**

Our Privacy Officer

If you have questions or comments about this Notice, please contact our Chief Privacy Officer at this address:

**Mrs. Mary Anne Clark or Mrs. Lola Lewis
13750 San Pedro Ave., Suite 560
San Antonio, Texas 78232
Office 210-561-3100 ext.700 Fax: 210-224-6367**

This Notice is effective as of 14 April 2003. From time to time, we may revise our Notice. If we do, we will post the most current version in our office, and you may ask for a copy of the Notice at any time.

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Corporate: 13750 San Pedro., Suite 560- 210-561-3100
Downtown: 1954 E. Houston., Suite 104- 210-227-2100
Southeast: 3327 Research Plaza., Suite 307- 210-337-2100
Stone Oak: 123 Stone Oak Loop 210-495-7334
Medical Center: 9150 Huebner Rd., Suite 240- 210-576-1436
Southwest: 94 Briggs Ave. Suite 400- 210922-2299

Notice of Privacy Practices (SOUTH TEXAS CENTER FOR PEDIATRIC CARE)

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.

This practice uses and discloses health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive.

This notice describes our privacy practices. We may change our policies and this notice at any time and have those revised policies apply to all the protected health information we maintain. If or when we change our notice, we will post the new notice in the office where it can be seen. You can request a paper copy of this notice. Or any revised notice, at any time. For more information about this notice or our privacy practices and policies, please contact **Privacy Officer** listed at the end of this document.

A. Treatment, Payment, Health Care Operations

Treatment

We are permitted to use and disclose your medical information to those involved in your treatment. For example, your care may require the involvement of a specialist. When we refer you to that physician, we will share some or all of your medical information with that physician to facilitate the delivery of care.

Payment

We are permitted to use and disclose your medical information to bill and collect payment for the services we provide to you. For example, we may complete a claim form to obtain payment from your insurer or HMO. That form will contain medical information, such as a description of the medical services provided to you, that your insurer or HMO needs to approve payment to us.

Health Care Operations

We are permitted to use or disclose your medical information for the purposes of health care operations, which are activities that support this practice and ensure that quality care is delivered.

For example:

1. **When Required by Law:** If the use or disclosure of your medical information is required of us by law, we will comply with the law but will limit our use or disclosure to the relevant requirements of the law.
2. **For certain limited public health activities:** There are certain authorities (like the food and Drug Administration), which are authorized to collect information for the purpose of preventing or controlling disease or injury. Other agencies, such as those that obtain information regarding child abuse report, also require information from physician.

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offices. Still others have the right to obtain personal data to maintain vital statistics (such as birth and death records.) If one of these agencies requires us to give them your health data, we will.

3. **Necessary for the reporting of victims of abuse, neglect or domestic violence:** If, in the exercise of our professional judgment, we believe disclosure is necessary to prevent serious harm, we will provide health data to any government authority by law to receive reports of abuse, neglect or domestic violence.
4. **For certain health oversight activities:** Sometimes we are asked to provide information to oversight agencies for activities authorized by law. These activities include, but are not limited to, criminal investigations, civil rights inquiries, inspections audits and work of that nature. We will cooperate with these legal authorities and provide data to them as per their statutory authorizations.
5. **For judicial and administrative proceedings:** We also disclose your health data if we are required to do under a Court order or subpoena. If we receive this kind of request, we will make sure that the injury fits the criteria we must follow for release of your data for these proceedings. Those criteria require that we only release information sought for a specific request that has a legitimate purpose. We cannot and will not produce more data than we have to and we will try to delete as much of your personal information as the law will allow.
6. **For law enforcement purposes:** The law allows us to disclose your medical information in response to legitimate lawful requests (such as from a legitimate law enforcement agency or in response to a subpoena) as follow (a) if the law requires the reporting of certain types of injuries; (b) if the data is sought to help the law enforcement agencies locate a suspect, fugitive or missing person (and then we only have to provide limited descriptive data) (c) if the request relates to a crime victim or someone who has died; or (d) if there has been a crime on our office premises.
7. **About decedents:** If asked, we may disclose health data for the purposes of identifying someone who has died. Sometimes, funeral directors need health data in order to perform their duties. In those cases, we may also provide that information.
8. **For cadaveric organ, eye or tissue donation purposes:** The law allows us to provide health data for organ donations.
9. **For research:** If the appropriate authorities approve the privacy protection policies of a research organization, we may allow the disclosure of health information to the research organization.
10. **To avert a serious threat to health or safety:** we may also choose to report health data if we believe that necessary to diminish a threat to anyone's health safety.
11. **For specialized government functions:** There are certain instances involving the government wherein we will provide your health data consistent to the applicable law. We will also provide health data for national security and intelligence purposes or for protection services for the president of the United States or some foreign dignitaries.