

NOTICE OF HEALTH INFORMATION PRACTICES

Effective April 14, 2003

The notice describes how your medical information may be used and disclosed and how you can get access to this information. Please read it carefully.

Concord Children's Clinic understands that information about you and your health is personal. We are committed to protecting your health information. This notice will apply to all of the records of your care generated by Concord Children's Clinic. This notice will tell you about the ways we may use and disclose your health information. We also describe your rights and certain obligations we have regarding the use and disclosure of health information.

We are required by law to keep your health information private. We are also required to give you this notice of our legal duties and privacy practices with respect to your health information and follow the terms of the notice that is currently in effect.

Ways that we may use and disclose health information

For treatment of care: We may use your health information to provide you with medical treatment or services. We may disclose your health information to all the personnel involved in taking care of you. We may also disclose your health information to people who are not with Concord Children's Clinic to provide services that are a part of your medical care.

Alcohol Abuse; Venereal Disease; Emotional Disturbance

If you are under the age of 16 and are not married and have not been emancipated by a court of law, we will not reveal any information about any treatment you receive for pregnancy, drug and/or alcohol abuse, venereal disease or emotional disturbances. With the exception if your doctor determines that this information needs to be shared with your parents because there is a serious threat to your life or health or if your parent or guardian contacts your doctor and specifically asks about your treatment for one of the 4 conditions listed above.

For Payment

We may use and disclose your health information so that your treatment and services provided by Concord Children's Clinic may be billed and payment may be collected from you, an insurance company or a third party. We may inform your insurance company about a treatment you are going to receive to obtain prior approval or to determine whether your insurance will cover the treatment.

Appointment Reminders

We may use and disclose health information to contact you as a reminder that about an appointment that you might have at the clinic.

Business Associates

There are some services provided at Concord Children's Clinic through contacts with business associates. On behalf of the clinic these companies perform services which may require the clinic to disclose your health information to them so that they can bill for the services rendered. It is required by the business associates to protect your health information.

To Avert a Serious Threat to Health or Safety

In order to prevent a serious threat to your health and safety or the health and safety of the public or another person Concord Children's Clinic may use and disclose your health information when necessary. Disclosure of your health information would only be to someone able to help prevent or reduce the threat.

Lawsuits and Disputes

If you are involved in a lawsuit or a dispute, we may disclose your health information in response to a court or administrative order. Concord Children's Clinic may also disclose your health information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute.

Law Enforcement

Concord Children's Clinic may release health information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process.

Other uses and disclosures of health information not covered by this notice or the laws that apply to Concord Children's Clinic will be made only with your written permission. If you provide Concord Children's Clinic permission to use or disclose your health information, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose your health information for the reasons covered by your written authorization. You understand that Concord Children's Clinic is unable to take back any disclosures already made with your permission and are required to retain records of the care that we provided to you.

Concord Children's Clinic reserves the right to change this notice and the right to make the revised or changed notice effective for health information we already have about you as well as any information we receive in the future. The notice will contain the effective date on the first page. You can view the current notice at our website, www.ConcordChildrensClinic.com