Dr. Soos Pediatrics, P.C.   The After Owls Pediatric Care

Notice of Privacy Practices
Access to Protected Health Information (PHI)
Effective June 4, 2007 (revised October 5, 2009)

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.

Introduction: Our practice recognizes and respects the fact that the patient has a right to inspect and obtain a copy of his/her protected health information (PHI). We maintain protocols to ensure the security and confidentiality of your personal information. We have physical security in our building, passwords to protect databases, and virus/intrusion detection software. Within our practice, access to your information is limited to those who need it to perform their jobs. At Dr. Soos Pediatrics, P.C., and The After Owls Pediatric Care we are committed to treating and using protected health information about you responsibly. This Notice of Privacy Policies describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your PHI. This notice is effective June 4, 2007 (revised October 5, 2009) and applies to all PHI as defined by federal regulations.

Understanding Your Health Record: Each time you visit our office, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information often referred to as your health or medical record, serves as a:
- ❖ Basis for planning your care and treatment,
- ❖ Means of communication among the many health professionals who contribute to your care,
- ❖ Legal document describing the care you received,
- ❖ Means by which you or a third-party payer can verify that services billed were actually provided,
- ❖ Tools for educating health professionals,
- ❖ Source of data for medical research, planning and marketing and tools by which we can assess and continually work to improve the care we render and outcomes we achieve.

Your Health Information Rights: Although your health record is the physical property of Dr. Soos Pediatrics, P.C., and The After Owls Pediatric Care, the information belongs to you. You have the right to:
- ❖ Obtain a paper copy of this notice of privacy policies upon request,
- ❖ Inspect and obtain a copy of your health record (reasonable copy fees apply in accordance with state law, minimal $15 and a maximum of $25 per patient),
- ❖ Amend your health record under the supervision of the Privacy Officer or designated official,
- ❖ Request a restriction on certain uses and disclosures of your information.

Our Responsibilities: Our practice is required to:
- ❖ Maintain the privacy of your health information,
- ❖ Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you,
- ❖ Abide by the terms of this notice,
- ❖ Provide a copy of your medical records within 10 days after your request has been signed,
- ❖ Notify you if we are unable to agree to a requested restriction, and
- ❖ Accommodate reasonable request you may have to communicate your health information.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. We will keep a posted copy of the most current notice in our facility containing the effective date at the top. In addition, each time you visit our facility for treatment, you may obtain a copy of the current notice in effect upon request.

For More Information or To Report a Problem: If you have questions and would like additional information, you may contact our practice's Privacy Officer, Robyn Soos, at 478-272-0203. If you believe your privacy rights have been violated, you can either file a complaint with Robyn Soos, or with the Office of Civil Rights, US Dept. of Health and Human Services (OCR). There will be no retaliation for filing a complaint with either our practice or the OCR.