

SUBURBAN PEDIATRICS, LTD.

NOTICE OF PRIVACY PRACTICES

UNDERSTANDING YOUR HEALTH INFORMATION AND MEDICAL RECORD

Each time you visit Suburban Pediatrics, Ltd., we document information about you and your visit. Typically, this record is referred to as your medical record and contains your name, symptoms, health history and exam, test results, diagnoses, treatment given and a plan for future care or treatment ("Health Information"). This medical record is used to plan your care and treatment, and be a source of your health information as described below.

YOUR HEALTH INFORMATION RIGHTS

Your medical record is the physical property of Suburban Pediatrics, Ltd. However, the information within your medical records belongs to you. Federal and Illinois laws provide you with the following rights regarding your health information that is contained in the medical record that Suburban Pediatrics, Ltd. keeps about you.

- Right to obtain a copy of this "Notice of Privacy Practices."
- Right to request certain restrictions on the uses and disclosures of your health information.
- Right to inspect or receive a copy of your health records.
- Right to request an amendment to your health record if you believe it contains an error.
- Right to obtain a list of all of the people and companies to which Suburban Pediatrics, Ltd. has released your health information (an "accounting" of disclosures).
- Right to request that we communicate with you about your health care at a confidential phone number or address.
- Right to revoke your written consent/authorization which had allowed Suburban Pediatrics to use or disclose your health information except when the use or disclosure has previously been used/disclosed.

Federal and Illinois laws also provide you with the right to be informed about (and to give your written authorization prior to) any health information disclosure (including **Highly Confidential** information). This shall be true except in the event that such disclosure is allowed or required by law. Examples of **Highly Confidential** information include Mental Health treatment information; Substance Abuse prevention, treatment or referral; Developmental Disability services; HIV/AIDS testing and treatment; Venereal Disease treatment; Sexual Assault treatment; Testing and treatment for Genetic Disorders.

SUBURBAN PEDIATRICS' RESPONSIBILITIES INCLUDE:

- Maintaining the privacy of your health information as required by law.
- Providing you with a notice as to our legal duties and privacy practices with respect to information Suburban Pediatrics, Ltd. collects and maintains about you.
- Doing whatever is required by this Notice (or a Notice that is in effect at the time Suburban Pediatrics, Ltd. uses or discloses your health information).
- Notifying you if we are unable to agree to your requested restriction on disclosure of your health information.
- Agreeing to reasonable requests to communicate your health information by an alternative method or at an alternative location.

Suburban Pediatrics, Ltd. reserves the right to change its Privacy Practices, and to use a new Notice of Privacy Practices for all health information maintained about its patients. In the event of any change in its Privacy Practices, Suburban Pediatrics will make available (upon the patient's request) a new Notice of Privacy Practices either by mail or in-person at this site.

USE AND DISCLOSURE OF YOUR HEALTH INFORMATION

Schools, Camps and Pharmacies Medical health information may be requested by schools, camps and pharmacies in order to continue care for a patient. Federal and State Laws exist that require children to immunized against diseases. Schools or camps may request certain medical health information as proof of compliance of these laws. We may use and disclose medical information such as immunization histories, diagnoses, and medications taken as well as any other medical health information necessary to comply with Federal and State regulations. This information may be disclosed through the mail, e-mail, fax, or by phone.

Law Enforcement Officials, Medical Examiners and Coroners, Court or Administrative Orders Suburban Pediatrics, Ltd. may disclose your health information to the police, other law enforcement officials, medical examiners and coroners, to the courts or administrative proceedings as allowed or required by law, or required by court orders or other legal processes required by law.

Notification and Other Communications with Patient Relatives, Close Friends, or Caregivers You or your legal representative must tell your physician, nurse, or other health team members which of your relatives or other persons may receive information about you. After learning who these persons are, we may, in our best judgment, use and disclose your health information, except for your Highly Confidential Information, for the purpose of informing those persons regarding what is needed to care for you. In an emergency or other situation in which you are not able to identify your chosen persons who may receive health disclosures about you, we may exercise our professional judgment for determining whether such a disclosure is in your best interest; who is the appropriate person, and what health information is relevant to that person's involvement with your healthcare.

Funeral Directors; Organ, Eye and Tissue Donation Organizations We may disclose your health information to Funeral directors as necessary to carry out their duties as allowed by law. The same would apply to Organ, Eye and Tissue Donor Organizations that facilitate organ, eye or tissue procurement, banking, or transportation.

Public Health Activities We may report your identity and other health information to the following: (1) Public Health authorities for the purpose of controlling disease, injury or disability; (2) the U.S. Food and Drug Administration for the purpose of regulating certain products or activities; (3) the Governmental authorities regarding suspected or known child abuse or neglect, and for domestic violence; (4) a person exposed to a contagious disease or who has the risk of contracting or spreading a disease; (5) your Employer and Governmental agencies as required by Federal and State laws regarding work-related illness or injury, (6) to prevent or lessen a serious or imminent threat to a person's or the public's health or safety, and (7) to a Public or Private entity that is authorized to assist in disaster-relief efforts.

Research We may use or disclose your health information to identify you as a potential candidate for a research study that has been approve by an Institutional Review Board, or for Governmental Research Studies in which your identifiable information will not be released.

**EXAMPLES OF HOW PATIENT HEALTH INFORMATION WILL BE USED OR DISCLOSED
BY SUBURBAN PEDIATRICS FOR TREATMENT, PAYMENT, AND BUSINESS
OPERATIONS**

Health information for treatment

Example: Patient's physician, nurse, or other members of patient's healthcare team will collect and document information about said patient in patient's medical record. Suburban Pediatrics may disclose information to a physician or other health care provider who will be assuming patient's care, to allow for immediate continuity of care. This health information will be used to choose treatment believed to be best for the patient. Physicians, nurses, and clerical members of the health team will record information regarding actions taken and observations made about the patient. The patient's physician will then be able to determine the patient's response to the chosen treatment.

Health information for payment

Example: The patient's physician will send to the patient a statement that includes some of the patient's health information, the party responsible for the amount due on the statement, and the patient's third-party payer (such as a health insurance provider). In some circumstances, Suburban Pediatrics may need to send a copy of part of the patient's medical record to the patient's third-party payer. The type of health information sent may include patient's name, other identifying information, diagnosis, treatment, procedures performed, and supplies provided during treatment.

Health information for routine business operations

Example: Suburban Pediatrics physicians, nurses, and quality improvement professionals will use patient information to review patient treatment received and its outcomes. Suburban Pediatrics staff may also compare patient treatment and outcomes with similar patient cases. Comparing cases helps Suburban Pediatrics continually improve the quality and effectiveness of our healthcare services.

OTHER USES OR DISCLOSURES OF PATIENT HEALTH INFORMATION

Upon receipt of patient written authorization to use and/or disclose patient health information:

Suburban Pediatrics will use and/or disclose patient health information to those persons or companies for which we have been given written authorization or permission to do so. With patient authorization to use/disclose patient information, patient must complete our "Release of Health Information" form. Patient may revoke authorization in writing at any time except to the extent that Suburban Pediatrics has already used or disclosed said information as previously authorized.

If patient's health information contains Highly Confidential information, Suburban Pediatrics may only use and disclose such information for treatment, payment, and business operations as described above. Otherwise, unless a disclosure is allowed or required by Federal or Illinois law, patient must give Suburban Pediatrics a written authorization allowing disclosure of patient's Highly Confidential information. A witness who can verify the patient's identity must witness and co-sign an "Authorization to Release Health Information" form regarding treatment for mental illness or developmental disability.

Release of patient information without authorization for purposes listed below:

Business Associates: Suburban Pediatrics provides some services through other persons or companies that need access to patient's health information in order to carry out services. The law refers to these person or companies as Suburban Pediatrics' Business Associates. Examples of these Business Associates include billing and record copying companies that may assist Suburban Pediatrics with billing for services rendered, or for copying medical records. Other types of Business Associates can include organizations that collect information about patients who have been treated with problems, such as cancer or trauma, similar to other patients. These organizations enter the gathered information into registry directories which enable physicians throughout Illinois to improve the quality of care for patients with similar or same problems. Suburban Pediatrics may disclose your health information to its Business Associates to enable them to perform the job they had been contracted by Suburban Pediatrics to do. Suburban Pediatrics requires that any such Business Associate use appropriate safeguards to ensure the privacy of our patients' health information.

Minors: Suburban Pediatrics may disclose health information of minor children to those children's parents or guardians when such disclosure is otherwise prohibited by law.