

## **Individual rights**

You have certain rights under the federal privacy standards. These include:

The right to receive confidential communications concerning your medical condition and treatment. For example, your request to be called at home, rather work (unless emergency situation).

The right to inspect and obtain a copy of your protected health information, not including psychotherapy notes. You must submit your request in writing to Medical Records Coordinator at Great Destinations Pediatrics P.C. We have forms available at reception area. We will charge a fee for the cost of copying, mailing, labor and supplies associated with your request. We may deny your request to inspect and or obtain a copy in certain circumstances (such as a court restraining order); however, you may request a review of our denial. Custodial and non-custodial birth parents have the same rights, unless we receive a copy of a signed / notarized court order directing us not to release record.

The right to ask us to amend or submit corrections to your protected health information if you believe it is incorrect or incomplete. To request an amendment, your request must be made in writing and submitted to Privacy Officer / Practice Coordinator at Great Destinations Pediatrics, P.C. You must provide reason that supports your request for amendment. We will deny your request if you fail to submit request (supporting reason) in writing.

We may deny your request if you ask for us to amend information that is in our opinion: accurate and complete; not part of the health information kept by or for the practice; not part of the health information which you would be permitted to inspect and obtain copy of, such as, psychotherapy notes; not created by our practice.

The right to request a restriction in our use or disclosure of your health information for treatment, payment or health care operations. We are required to agree to your request. In order to request a restriction you must make your request in writing to Privacy Officer / Practice Coordinator at Great Destinations Pediatrics, P.C.

The right to receive an accounting of how and to whom your protected health information has been disclosed. Use of your health information as part of routine patient care in our practice is not required to be documented. For example, the billing department using your information to file your insurance claim. To obtain an accounting of disclosures, you must submit your request in writing to the Business Office, Great Destinations Pediatrics, P.C. All request for an "accounting of disclosures" must state a time period, which may not include dates before April 14, 2003. The first list you request within a 12-month period is free of charge, but we will charge for additional list within the same 12-month period. We will notify you of the cost involved with additional requests and you may withdraw you request before you incur any costs.

The right to receive a printed copy of this notice. To obtain a copy of this notice, ask the patient service representative at reception window.

## **Duty of Great Destinations Pediatrics, P.C.**

We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We are also required to abide by the privacy policies and practices that are outlined in this notice.

## **Right to Revise Privacy Practices**

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. The revised policies and practices will be applied to all protected health information that we maintain.

## **Complaints.**

If you would like to submit a comment or complaint about our privacy practices, you can do so by sending a letter outlining your concerns to:

Privacy Officer/Practice Coordinator  
Great Destinations Pediatrics, P.C.  
7757 W Deer Valley Rd., Ste 275  
Peoria, AZ 85382

If you believe your privacy rights have been violated, you should call the matter to our attention by sending a letter describing the cause of your concern to the same address. You will not be penalized or otherwise retaliated against for filing a complaint. You can contact the Privacy Officer / Practice Coordinator if you have any questions.

## **Effective Date**

This notice is effective April 14, 2003