

Kids Doc of Southern California Medical Group, Inc.

27800 Medical Center Road Suite 204

Mission Viejo, CA. 92691

NOTICE OF PRIVACY PROCEDURES

****THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU OR YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

**** PLEASE REVIEW IT CAREFULLY.**

Uses and Disclosures

Treatment:

Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of laboratory tests and procedures will be available in your medical records to all health professionals who may provide treatment or who may be consulted by staff members.

Payment:

Your health information may be used to seek payment from your health plan, from other sources of coverage such as automobile insurer, or from credit card companies that you may use to pay for services. For example, your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated.

Healthcare Operations:

Your health information may be used as necessary to support the day to day activities and management of the office of Kids Doc. For example, information on the services you received may be used to support budgeting and financial reporting, and activities to evaluate and promote quality of treatment and services provided.

Law Enforcement:

Your health information may be disclosed to law enforcement agencies to support government audits or inspections, to facilitate law enforcement investigations and to comply with government mandated reporting.

Public Health Reporting:

Your health information may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state's public health department.

****Other uses and disclosures require your authorization.****

Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of information, you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified the practice of your decision to revoke your prior authorization.

Additional Uses of Information

Appointment Reminders:

Your health information will be used by our staff to send you appointment reminders.

Information about treatments:

Your health information may be used to send you information that you may find interesting on the treatment and management of your medical condition. We may also send you information describing health related products and services that we believe may interest you.

Fund Raising:

Unless you request us not to, we will use your name and address to support our fund raising efforts. If you do not want to participate in fund raising activities, please check off the box below.

Individual Rights

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

- The right to request restriction on the use and disclosure of your health information.

- The right to receive confidential communications concerning your medical condition and treatment.
- The right to inspect and copy your health information.
- The right to amend or submit corrections to your health information
- The right to receive an accounting how and to whom your health information has been disclosed.
- The right to receive a printed copy of this notice.

Kids Doc Duties

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 outlines in this notice.

Right to revise Practice Practices

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit. The revised policies and practices will be applies to all protected health information we maintain.

Requests to Inspect Protected Health Information

You may generally inspect or copy the protected health information that we maintain. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting Pat, Practice Administrator. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request.

Comments/Concerns/Complaints

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

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Attn: Pat, Practice Administrator

If you believe that 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.

Contact Person

The name and address of the person you may contact for further information concerning our privacy practices is:

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Attn: Pat, Practice Administrator

Effective Date

This notice is effective on or after April 14th, 2003.

