

Town and Country Pediatric Medical Associates

Privacy Practices

This notice describes how medical information about you may be used and disclosed by Town and Country Pediatric Medical Associates and how you can get access to this information. Please review it carefully.

What is this notice and why is it important?

This notice is required by law to inform you of how your health information will be protected, how Town and Country Pediatric Medical Group may use or disclose your health information. If you have any questions about this notice, please call 415-666-1860 and ask to speak with the Privacy Officer.

Understanding your health information

Each time you visit a physician, healthcare provider or hospital, a record of your visit is made. Typically, this record contains a description of your symptoms, medical history, examination and test results, diagnosis, treatment, and plan for the future care. This information, often referred to as your medical record or chart, serves as a:

- Basis for planning your child's care
- Means of communication among healthcare professionals who contribute to your child's care
- Legal documents of the care your child receives
- Means by which a third-party payer (e.g. health insurance companies) can verify that services your child received were appropriately billed
- A data source for medical research and public health
- A tool for educating healthcare professionals

You will receive a copy of this Notice at your first visit to the office after its publication. Thereafter you may request a copy of this Notice or any revisions from the Reception Desk or by calling 415-666-1860 and asking for the Privacy Officer.

Before we use or disclose your child's information we will obtain your written authorization, which you may revoke at any time to stop further disclosures.

You may request a copy of your health information that this practice keeps on your medical or billing record. Your request must be submitted in writing. We may charge for the costs of providing you access and for your copies.

We may use your health information to help our doctors educate medical staff, residents and students or you may be asked by your Primary Care Physician if a medical student may examine your child or observe his/her exam. You can decide whether this is something you want your child to participate in.

We will use your child's record to collect payment from the insurance company you designated us to bill.

We may disclose your child's health information to the appropriate public health authorities or attorneys when required by law. Your health information may also be disclosed if a work force member or business associate believes in good faith that Town and Country Pediatric Medical Group has engaged in unlawful conduct or has otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

For More Information or to Report a Problem

Please call 415-666-1860 ext,201 and ask to speak to the Privacy Officer

You may send a written complaint to
United States Department of Health and Human Services
Office of Civil Rights, Hubert H. Humphrey Building
200 Independence Ave SW, Rm 509
Washington, D.C. 20201

Town and Country Pediatric Medical Group will ensure that the care your child receives at our facility will in no way be impacted if you file a complaint.