



## Notice of Privacy Practices

### **YOUR INFORMATION YOUR RIGHTS OUR RESPONSIBILITIES**

We understand the importance of privacy and are committed to maintaining the confidentiality of your child's medical information. The following categories describe the different ways in which we may use and disclose your child's Individually Identifiable Health Information (IIHI) or Protected Health Information (PHI), while complying with HIPAA's regulations. As a result, we are providing you with a brief overview of our Notice of Privacy Practices.

### **OUR USES AND DISCLOSURES**

- Treatment - Fundraising - Disclosure Required by Law - Provider/Patient Communication
- Appointment Reminders - Treatment Options - Health Care Operations
- Release of Information to Authorized Adults & Entities - Health Related Benefits and Services

### **OUR USES AND DISCLOSURES IN UNIQUE SITUATIONS**

- Public Health Risks - Health Oversight Activities - Text Messaging or Email - Lawsuits
- Law Enforcement - Deceased Patients - Military - Serious Threats to Health & Safety

### **OUR USES AND DISCLOSURES ONLY IF YOU PROVIDE AUTHORIZATION**

- Marketing to Patients - Pre-Authorization for Billing of Non-Covered Expense
- Communication via Telephone, Text Messaging or Email - Psychotherapy Notes

### **YOU HAVE THE RIGHT TO**

- Confidential Communications - Electronic Access to PHI - Copies of your child's PHI
- Request Disclosure of Patient Immunizations to Schools - Request a Paper Copy of this Notice
- Request an Amendment of Your Child's Medical Record - File a Complaint
- Opt-Out of Provider-Patient Communications Regarding Appointments or Health Care Reminders
- Opt-Out of Maintaining Payment Information on file and re-authorizing payment for non-covered expenses
- Provide an Authorization for Other Uses and Disclosures

### **ADDITIONAL INFORMATION**

This Notice of Privacy Practices is available on our website, [www.sunshinestaug.com](http://www.sunshinestaug.com). You may also visit our office for a paper copy of this Notice.

### **ACTIONS YOU MAY TAKE**

If you have any questions regarding this notice or our health information privacy policies; or if you believe that we may have violated your privacy rights; or disagree with a decision that we made about access to your PHI; you may contact us at the following address, email or phone number:

Sunshine Pediatrics of St. Augustine

CC: Privacy Officer

101 Whitehall Dr., Suite 108

St. Augustine, FL 32086

Phone: (904) 615-1794 Email: [www.patients@sunshinestaug.com](mailto:www.patients@sunshinestaug.com)