

FALMOUTH PEDIATRIC ASSOCIATES, LLP
PRIVACY AND MEDICAL RECORDS POLICY

At Falmouth Pediatrics, we are concerned about your family's privacy and are taking steps to help to make sure that it is protected. Here is some information that we feel is important:

1. You have the right to privacy of your family's health information. This is protected by law.
2. Protected information includes anything which identifies you (name, address, phone number, SSN) as well as clinical information.
3. Our staff has been trained, and our employees understand their obligation to maintain privacy.
4. In order to share any information about you/your child with another individual, practitioner, hospital or organization, we must obtain written permission from the child's parent or legal guardian. (except for in an emergency) . This also includes computer transmissions, faxes etc.
5. If you require records to be copied or transferred we also must receive written permission. **Please be sure to give at least 3 weeks advanced notice**, since we receive many such requests. Written notice also applies to changes in information (for example, surname change).
6. We will attempt to release only **required information**.
7. Release of very 'sensitive' information such drug testing, HIV testing or psychiatric information, will require a separate consent form.
8. We are required to release certain information when mandated by courts, public health authorities etc.
9. If there is a parent who should **not** receive information (for example, in a case of family violence), written notice is also required. Ideally, we should have a copy of a court mandate.
10. Adolescent issues are especially sensitive. There are some times when adolescents may share information with us that is not conveyed to parents. We will always try to use common sense and good judgment in these situations.
11. All of the businesses with whom we deal- insurance companies, pharmacies etc. will be held to the same standard.
12. If you have a concern about the handling of a privacy issue, please contact our office manager, Cheryl Smith, or one of the doctors.
13. The federal government strongly enforces privacy-the fines for breech of confidentiality is severe.
14. You may request a copy of this policy at any time.

Finally, we ask for your patience and understanding. To ensure privacy is difficult, time-consuming, and often inconvenient. We practice in a small office in a small town, which further complicates matters. However, we believe it is worth the effort.

We welcome your suggestions.