

Cumming Pediatric Group

HIPAA Patient Confidentiality Notice

- Our practice is dedicated to maintaining the privacy of your child's health information. We are required by law to provide you with the notice of our policies that effect the information.
- we will use the data and information we collect to treat your child and will supply this information to those that are helping us diagnose and treat the patient.
- We will disclose this information to your health insurer and others who are responsible for payment of services that are rendered.
- We will disclose the patient's Protected Health Information (PHI) in the conduct of the business of this practice and as required by law to public health organizations, police, and law agencies.
- We will disclose you PHI to family members involved in your child's care, unless instructed not to do so.
- You have the right to request that we handle your PHI in a particular manner, such as instructing us to call your home rather than work, or requesting that we only speak to certain persons about your child's health. To request confidential communication, ask for more information at the front desk. You do not have to give us reason for this request.
- Patients have the right to inspect and obtain a copy of the PHI including medical records and billing records. A written request must be submitted and a small cost may be involved.
- You may ask us to amend the PHI if you believe they are incorrect. This request must be done in writing. If we deny the request, you may appeal and another health care professional will conduct the review. This applies only to records we have created and not records of other physicians.
- You have the right to have a printed copy of our Patient Confidentiality Notice. This can be obtained at any time from the front desk.
- If you believe your privacy rights have been violated, you may file a complaint with our Privacy Officer, Charles Metzger MD, or with Department of Health and Human Services.

This is your copy to keep.