NOTICE OF PRIVACY PRACTICES
TOMBALL HEALTHCARE FOR PEDIATRICS, P.A.

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

It is the policy of Tomball Healthcare for Pediatrics to maintain the physician/patient confidentiality and to protect the privacy of the patient's protected health information. "Protected health information" is individually identifiable health information. This information includes demographics and past, present, or future medical and related health care services.

Any health information obtained by Tomball Healthcare for Pediatrics may be used for the following reasons:

- describing or recommending treatment or treatment alternatives
- providing information about health-related benefits and services that may be of interest to the patient
- filing claims to receive payment for services
- providing information needed by specialists or other physicians for possible further treatment
- providing information needed by pharmacists to identify potential reactions
- providing records of treatment to other physicians when the patient transfers
- providing information as needed for diagnostic services
- providing records of treatment when requested by insurance companies for the purposes such as establishing pre-existing conditions or to give added information to have claims processed for payment
- providing health information to a public health authority that is permitted by law to collect or receive the information. The disclosure may be necessary to do the following:

    (1) prevent or control disease, injury, or disability,
    (2) report births and deaths,
    (3) report child abuse, neglect, or violence,
    (4) report reactions to medications or problems with products,
    (5) notify a person who may have been exposed to a disease or may be at risk of contracting or spreading the disease or condition.

- providing protected health information during any judicial or administrative proceeding, in response to a court order or administrative tribunal (if such a disclosure is expressly authorized), and in certain conditions in response to a subpoena, discovery request, or other lawful process

Tomball Healthcare for Pediatrics will not use or disclose protected health information for any other purpose without obtaining authorization.

The parent or guardian of the patient has the following rights:

- to request restrictions on certain uses and disclosures; however, Tomball Healthcare for Pediatrics is not required to agree to a requested restriction
- to pay in full for out of pocket expenses for health care services and request that medical information to a health plan or other entity not be disclosed
- to receive confidential communications of protected health information
- inspect and copy protected health information
- amend protected health information
- obtain an accounting of disclosures of protected health information

Tomball Healthcare for Pediatrics is legally obligated to the following:

- maintain the privacy of protected health information
- provide this *Notice of Privacy Practices*
- notify patients of any breach of health information
- abide by the terms of this notice

Tomball Healthcare for Pediatrics reserves the right to change its privacy practices and apply revised privacy practices to protected health information.

If you suspect any violations of these privacy rights with Tomball Healthcare for Pediatrics, you may file a written complaint with the THP Privacy Officer. The complaint will be investigated, and no retaliation will be taken against an individual who files a complaint.

You may contact the THP Privacy Officer for further information about the complaint at Tomball Healthcare for Pediatrics, 13624 Michel Rd., Suite 201, Tomball, Texas 77375, or by phone at (281) 351-6881.

Complaints may also be filed with the Secretary of the Department of Health and Human Services.

For any additional information pertaining to matters in this notice, you may contact the privacy officer.