

## Facts about HIPAA

The Health Information Portability & Accountability Act (HIPAA) is a group of FEDERAL regulations that all physician offices, hospitals, providers, etc. are required to meet after April 14, 2003.

HIPAA requires us to provide copies of our Notice of Privacy Practices to each person/family seen at PAA after April 14, 2003. Please refer to the Notice of Privacy Practices for detailed information about requirements and your rights to privacy.

HIPAA requires the completion of certain paperwork, including your signature that you have received a copy of the Notice of Privacy Practices.

HIPAA restricts the use & release of your medical information without a signed authorization. HIPAA does not require authorization forms for Treatment, Payment or Healthcare Operations purposes.

HIPAA requires that authorization forms are completed & signed before any information can be released to third parties (schools, daycares, etc.)

Therefore, we cannot fax or send school excuses, school/daycare forms or medication instructions to schools or daycares without a signed authorization form.

We may fax or mail information to the parent/guardian home or work. The parent/guardian would then be responsible for forwarding the information to the appropriate school or daycare.

HIPAA requires that any use or release of medical information only contain the minimum amount of information necessary for the required function.

HIPAA requires that we restrict access to patient areas of our office. Therefore, we request that you remain in the exam rooms and that you check with our front office staff before entering any patient area.

Copies of your medical records are provided to the appropriate individuals with a signed authorization form.

Please allow 2-4 weeks for us to complete your request for medical records.

According to Kentucky law you are allowed one (1) free copy of your medical records. You will be charged \$1.00 per page for each additional copy requested. You may want to make a copy of your records before sending them to another office.

Any complaints, concerns or requests about HIPAA should be directed to our Privacy Officer. You may write to the Privacy Officer at our office address below or you may call (859) 277-6102 and ask for the Privacy Officer.