

This notice describes our office's practices and that of all Alzein Pediatric Associate employees and staff at our locations:

- 2850 W. 95th Street, Suite 400  
Evergreen Park IL
- 6700 W. 95th Street, Suite 250  
Oak Lawn IL

Both of our locations follow the terms of this notice and may share medical information with each other for operations described in this notice.

***Our Commitment To Your Child's Privacy***

We understand that medical information about your children is personal and we are committed to protecting it. As they receive care, treatment and services at our offices, we create a record, to provide them with the best possible care in the future and to comply with legal requirements. This notice applies to all of your children's' records and will explain the ways in which we may use and disclose medical information. It also includes your rights and our obligations regarding the use and disclosure of medical information.

***We are required by law to:***

- make sure that medical information identifying a patient is kept private
- give you this notice of our legal duties and privacy practices about your children's medical information
- follow the terms of the notice currently in effect.

***We reserve the right to revise or amend this Notice of Privacy Practices.***

Any revision or amendment to this notice will be effective for all records created or maintained by Alzein Pediatric Associates in the past, and for any records that may be created or maintained in the future. A copy of our current Notice will be posted in our offices and on our Web site and you may request a copy of our most current Notice at any time.



**708-424-7600**  
**AlzeinPeds.com**

**Evergreen Park**  
2850 W 95th Street | Suite 400

**Oak Lawn**  
6700 W 95th Street | Suite 250



***HIPAA NOTICE OF PRIVACY PRACTICES***

This notice describes how your child's medical information may be used and disclosed, and how you can get access to this information. Please review this notice carefully.

If you have any questions about this notice, please contact our HIPAA compliance officer, Charlene Synoga.

## How We May Use And/Or Disclose Medical Information About Your Children

The following categories describe different ways that we use and disclose your child's medical information. Not every use or disclosure in a category will be listed.

- **Treatment.** We may use medical information to provide your child with medical treatment or services. We may disclose medical information about your child to health care professionals involved in patient care in or outside of our office to coordinate prescriptions, medical testing and other health care needs.
- **Payment.** We may use and disclose medical information about your children so that the treatment and services received at Alzein Pediatric Associates may be billed to and payment may be collected from you, your health insurer or a third party. We may also communicate with your health plan about upcoming treatments to obtain prior approval, referrals or to determine treatment coverage.
- **Health Care Operations.** We may use and disclose medical information about your children for office operations, to ensure that all Alzein Pediatric Associates patients receive quality care: to review our services and to evaluate the performance of our staff. We may also disclose information to other medical professionals and your health insurer for review, quality assurance and training purposes.
- **Appointment Reminders and Test Results.** We may use and disclose medical information to contact you with a reminder of an appointment or inform you of test results, by phone, mail or e-mail.
- **Treatment Alternatives.** We may use and disclose medical information to communicate possible treatment options or alternatives.
- **Health-Related Benefits and Services.** We may use and disclose medical information to tell you about health-related benefits or services.
- **Research.** Under certain circumstances, we may use and disclose medical information about your child for research purposes.
- **As Required By Law.** We will disclose medical information about your child when required to do so by federal, state or local law.
- **To Avert a Serious Threat to Health or Safety.** We may use and disclose medical information about your child when necessary to prevent a serious threat to your child's health and safety or the health and safety of the public or another person.
- **Workers' Compensation.** We may release medical information about your child for workers' compensation or similar programs.
- **Public Health Risks.** We may disclose medical information about your child for public health activities to:
  - prevent or control disease, injury or disability;
  - report births and deaths;
  - report child abuse or neglect;
  - report reactions to medications or products;
  - communicate product recalls;
  - notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;

- notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence.

- **Health Oversight Activities.** We may disclose medical information to a health oversight agency for activities authorized by law.
- **Lawsuits and Disputes.** We may disclose medical information about your child in response to a court or administrative order, subpoena, discovery request, or other lawful process.
- **Law Enforcement.** We may release medical information if required to do so by a law enforcement official.
- **Special Needs.** If a child is under the custody of an institution or official, we may release medical information about the child to the appropriate party.

## Your Rights Regarding Your Child's Medical Information

You have the following rights regarding your children's medical information:

- **Right to Inspect a Copy.** You have the right to inspect a copy of your child's medical information. To inspect a copy of your child's medical information, a request in writing should be submitted to Charlene Synoga of Alzein Pediatric Associates. A reasonable fee may be assessed. We may deny your request to view a copy of your child's medical record in certain very limited circumstances according to State and Federal guidelines but you may request that the denial be reviewed by a nonpartisan healthcare professional.
- **Right to Amend.** You have the right to request an amendment to your child's medical information. To request an amendment, your request must be made in writing and submitted to Alzein Pediatric Associates HIPAA compliance officer, Charlene Synoga, providing a reason supporting your request. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:
  - Was not created by Alzein Pediatric Associates
  - Is not part of the medical information maintained by or for this practice
  - Is not part of information of which you would be permitted to have a copy
  - Is accurate and complete
- **Right to an Accounting of Disclosures.** You have the right to request an "accounting of disclosures" we made of your child's medical information. To make this request, you must submit your request in writing to Charlene Synoga, Alzein Pediatric Associate's HIPAA compliance officer. Your request must state a time period which may not be longer than six years and may not include dates before 4-12-2003. The first list you request within a 12 month period is free of charge. For additional lists, we will notify you of costs involved. You may choose to withdraw or modify your request before any costs are incurred.

- **Right to Request Restrictions.** You have the right to request a restriction or limitation on the medical information we use or disclose about your child for treatment, payment or health care operations. You also have the right to request limitations on the medical information we disclose about your child to a third party involved in your child's care or the payment for your child's care. We are not required to agree to your request. To request restrictions, you must make your request in writing to Charlene Synoga, Alzein Pediatric Associate's HIPAA compliance officer. You must include what information you want limited, whether you want to limit use, disclosure or both, and to whom you want the limits to apply.
- **Right to Request Confidential Communications.** You have the right to request that we communicate to you your child's medical information in a specific manner and location. To request confidential communications, you must make your request in writing to Charlene Synoga, Alzein Pediatric Associate's HIPAA compliance officer, specifying how and where you wish to be contacted. We will accommodate all reasonable requests.
- **Right to a Paper Copy of This Notice.** You have the right to a paper copy of this notice at any time.

## Complaints

- If you believe your child's privacy rights have been violated, a complaint can be filed with Alzein Pediatric Associates or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

## Other Uses of Medical Information

We will obtain your written permission for other uses and disclosures of medical information not covered by this notice or applicable laws. You may revoke that permission, in writing, at any time. After permission is revoked, we will no longer use or disclose medical information about your child for the reasons described in the written authorization. We are required to retain our records of the care provided to your child by Alzein Pediatric Associates.

## Breach Notification

Alzein Pediatric Associates will notify affected patients and their guardians following the discovery of a breach of unsecured protected health information in written form by first-class mail, telephone, or e-mail. Notification will be provided no later than 60 days following the discovery of a breach and will include, in as much detail as possible, a description of the breach, a description of the types of information involved, the steps affected patients and their guardians should take, a description of the breach investigation, what Alzein Pediatric Associates is doing to mitigate harm and prevent further breaches, and contact information for Alzein Pediatric Associates' HIPAA Privacy Officers.