

LEBLANC PEDIATRICS LLC
NOTICE OF PRIVACY PRACTICES

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

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

We are required to abide by the terms of this Notice of Privacy Practices. We may change the terms of our notice, at any time. The new notice will be effective for all protected health information that we maintain at that time. Upon your request, we will provide you with any revised Notice of Privacy Practices. You may request a revised copy be sent you in the mail or asking for one at the time of your next appointment.

Uses and Disclosures of Protected Health Information

Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office who are involved in your care and treatment for the purpose of providing health care services to you. Your protected health information may also be used and disclosed to pay your health care bills and to support the operation of your physician's practice.

The following are examples of the types of uses and disclosures of your protected health information that your physician's office is permitted to make:

- **For Treatment** – We may use and disclose your personal information with health care providers for coordination and management of your care. Providers include physicians, hospitals, and other care givers who provide services to you.
- **For Payment** – We may use and share your personal information to determine your insurance eligibility, medication eligibility for insurance, coordinate care, review medical necessity; pay claims and respond to complaints. For example, we may use your information to help process your claims or to obtain payment from others that may be responsible for such costs.
- **Health care operations** – We may use and share your personal information in order to support the business activities of the practice. These activities may include but are not limited to quality assessment activities, employee review activities, training of medical personnel, licensing, fundraising activities, auditing, disease management, case management and responses to your questions.

Other Permitted and Required Uses and Disclosures of Your Health Information

- **Required by Law** - We may use or disclose your personal information to the extent that the use or disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, if required by law, of any such uses or disclosures.
- **Public Health** – We may disclose your personal information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. An example would be for the purpose of preventing or controlling disease, injury or disability.
- **Communicable Diseases** – We may disclose your personal information, if required by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.
- **Health Oversight** – We may disclose your personal information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. An example of oversight agencies would be the agencies that oversee the health care system, government benefit programs or other government regulatory programs.
- **Abuse or Neglect** – We may disclose your personal information to a public health authority that is authorized by law to receive reports of child abuse or neglect. In addition, we may your disclose your personal information if we believe that you have been a victim of abuse or neglect to the governmental entity or agency authorized to receive such information.
- **Food and Drug Administration** – We may disclose your personal information to a person or company required by the FDA for the purpose quality, safety, or effectiveness of FDA regulated products or activities including reporting adverse events and product defects or problems.
- **Legal Proceedings** – We may disclose your personal information in the course of any judicial or administrative proceeding, in response to an order of a court or administrative tribunal (to the extent disclosure is expressly authorized), or in certain conditions in response to a subpoena, discovery request or other lawful process.
- **Research** - We may disclose your personal information to researchers when their research has been approved by an institutional review board that has established protocols to ensure the privacy of your personal information.
- **Criminal Activity** – We may disclose your personal information that is consistent with applicable federal and state laws, if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
- **Personal Representatives** - We may disclose your personal information with those having a relationship that gives them the right to act on your behalf. Examples include parents of an unemancipated minor or those having a Power of Attorney.

- **Other Situations** – We may disclose your personal information in certain public interest situations. Examples include tracking diseases or medical devices, worker’s compensation, and national security as required by law.

Your Rights Established by Law

- **Requesting Restrictions** - You can request a restriction on the use of sharing your health information for treatment, payment, or health care operations. However, we may not agree to a requested restriction.
- **Confidential Communications** - You can request that we communicate with you about your health related issues in a certain way, or at a certain location. For example, you may ask that we contact you by mail, rather than by telephone, or at work, rather than at home. We will accommodate reasonable requests.
- **Access and Copies** - You can inspect and obtain a copy of certain health information. We may deny your request to inspect or copy in some situations. You may also request your health information electronically and it will be provided to you in a secure format. As permitted by federal or state law, we may charge a reasonable copy fee for a copy of your records.
- **Amendment** - You may ask us to amend your health information if you believe it is incorrect or incomplete. You must provide us with a reason that supports your request. We may deny your request if the information is accurate, or as otherwise allowed by law. You may send a statement of disagreement.
- **Accounting of Disclosures** – You may request a report of certain times we have shared your information. Examples include sharing your information in response to court orders or with governmental agencies that license us. All requests for an accounting of disclosures must state a time period that may not include a date earlier than six years prior to the date of the request and may not include dates before April 14, 2003. We will notify you of any costs pertaining to these requests, and you may withdraw your request before you incur any costs.

Complaints

You may complain to our Privacy Officer, Debbie Hightower if you believe your privacy rights have been violated by us. You may also file a complaint with the Secretary of Health and Human Services. You will not be penalized for filing a complaint.

You may contact our Privacy Officer, Debbie Hightower at 985-674-2227 or debbieh@leblancpediatrics.com for further information about the complaint process.

This notice was published and becomes effective on June 1, 2011.