

# NOTICE OF PRIVACY PRACTICES

As a health care provider, Infinity Children's Services, Inc. uses confidential personal health information about patients, referred to below as protected health information ("PHI"). Infinity Children's Services, Inc. protects the privacy of this information, and it also is protected from disclosure by state and federal law. In certain specific circumstances, pursuant to this Notice of Privacy Practices ("Notice"), patient authorization or applicable laws and regulations, PHI can be used by Infinity Children's Services, Inc. or disclosed to other parties. Below are categories describing these uses and disclosures, along with some examples to help you better understand each category.

## Uses and Disclosures for Treatment, Payment and Health Care Operations.

Infinity Children's Services, Inc. may use or disclose your PHI for the purposes of treatment, payment and health care operations, described in more detail below, without obtaining written authorization from you.

For Treatment. Infinity Children's Services, Inc. may use and disclose PHI in the course of providing, coordinating, or managing your medical treatment, including the disclosure of PHI for treatment activities of another health care provider. These types of uses and disclosures may take place between physicians, nurses, technicians, students, and other health care professionals who provide you health care services or are otherwise involved in your care. For example, if you are being treated by a primary care physician, that physician may need to use/disclose PHI to a specialist physician whom he or she consults regarding your condition, or to a nurse who is assisting in your care.

For Payment. Infinity Children's Services, Inc. may use and disclose PHI in order to bill and collect payment for the health care services provided to you. For example, Infinity Children's Services, Inc. may need to give PHI to your health plan in order to be reimbursed for the services provided to you. Infinity Children's Services, Inc. may also disclose PHI to its business associates, such as billing companies, claims processing companies, and others that assist in processing health claims. Infinity Children's Services, Inc. may also disclose PHI to other health care providers and health plans for the payment activities of such providers or health plans.

For Health Care Operations. Infinity Children's Services, Inc. may use and disclose PHI as part of its operations, including for quality assessment and improvement, such as evaluating the treatment and services you receive and the performance of our staff in caring for you, provider training, underwriting activities, compliance and risk management activities, planning and development, and management and administration. Infinity Children's Services, Inc. may disclose PHI to doctors, nurses, technicians, students, attorneys, consultants, accountants, and others for review and learning purposes, to help make sure Infinity Children's Services, Inc. is complying with all applicable laws, and to help Infinity Children's Services, Inc. continue to provide health care to its patients at a high level of quality. Infinity Children's Services, Inc. may also disclose PHI to other health care providers and health plans for such entity's quality assessment and improvement activities, credentialing and peer review activities, and health care fraud and abuse detection or compliance, provided that such entity has, or has had in the past, a relationship with the patient who is the subject of the information.

## Other Uses and Disclosures for Which Authorization is not required.

In addition to using or disclosing PHI for treatment, payment and health care operations, Infinity Children's Services, Inc. may use and disclose PHI without your written authorization under the following circumstances:

As Required by Law and Law Enforcement. Infinity Children's Services, Inc. may use or disclose PHI when required to do so by applicable law. Infinity Children's Services, Inc. also may disclose PHI when ordered to do so in a judicial or administrative proceeding, to identify or locate a suspect, fugitive, material witness, or missing person, when dealing with gunshot and other wounds, about criminal conduct, to report a crime, the location of the crime or victims, or the identity, description, or location of a person who committed a crime, or for other law enforcement purposes.

For Public Health Activities and Public Health Risks. Infinity Children's Services, Inc. may disclose PHI to government officials in charge of collecting information about births and deaths, preventing and controlling disease, reports of child abuse or neglect and of other victims of abuse, neglect, or domestic violence, reactions to medications or product defects or problems, or to notify a person who may have been exposed to a communicable disease or may be at risk of contracting or spreading a disease or condition.

For Health Oversight Activities. Infinity Children's Services, Inc. may disclose PHI to the government for oversight activities authorized by law, such as audits, investigations, inspections, licensure or disciplinary actions, and other proceedings, actions or activities necessary for monitoring the health care system, government programs, and compliance with civil rights laws.

Disclosures to You or for HIPAA Compliance Investigations. Infinity Children's Services, Inc. may disclose your PHI to you or to your personal representative, and is required to do so in certain circumstances described below in connection with your rights of access to your PHI and to an accounting of certain disclosures of your PHI. Infinity Children's Services, Inc. must disclose your PHI to the Secretary of the United States Department of Health and Human Services (the "Secretary") when requested by the Secretary in order to investigate Infinity Children's Services, Inc. compliance with privacy regulations issued under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

Appointment Reminders. Infinity Children's Services, Inc. may use and disclose your PHI to contact you, by phone, letter, and/or answering machine.

PHI may be used to send you information on the treatment and management of your medical condition or new technology that you may find to be of interest. We may also send you information describing other health related goods and services that we believe may interest you.

**Other Uses and Disclosures of PHI for Which Authorization is required.**

Other types of uses and disclosures of your PHI not described above will be made only with your written authorization, which with some limitations you have the right to revoke in writing.

**Regulatory Requirements.**

Infinity Children's Services, Inc. is required by law to maintain the privacy of your PHI, to provide individuals with notice of its legal duties and privacy practices with respect to PHI, and to abide by the terms described in this Notice. Infinity Children's Services, Inc. reserves the right to change the terms of this Notice and of its privacy policies, and to make the new terms applicable to the entire PHI it maintains. Before Infinity Children's Services, Inc. makes an important change to its privacy policies, it will promptly revise this Notice and post a new Notice throughout all facilities. You have the following rights regarding your PHI:

You may request that Infinity Children's Services, Inc. restrict the use and disclosure of your PHI. **Infinity Children's Services, Inc. is not required to agree to any restrictions you request**, but if Infinity Children's Services, Inc. does so it will be bound by the restrictions to which it agrees except in emergency situations. Your request must be made in writing and sent to the Privacy Officer.

You have the right to request that communications of PHI to you from Infinity Children's Services, Inc. be made by particular means or at particular locations. For instance, you may ask that we contact you at work instead of your home. Your requests must be made in writing and it must be reasonable. Send the completed request to the Privacy Officer. Infinity Children's Services, Inc. will accommodate your reasonable requests without requiring you to provide a reason for your request. Infinity Children's Services, Inc. reserves the right to communicate or contact you by whatever means necessary if we believe the use or disclosure is necessary to lessen or prevent a serious and imminent threat to your health or safety. A mailing address where the individual will receive bills for services rendered by the Infinity Children's Services, Inc. will be required.

Generally, you have the right to inspect and copy your PHI that Infinity Children's Services, Inc. maintains, provided that you make your request in writing to the Privacy Officer. If Infinity Children's Services, Inc. denies access to your PHI, it will explain the basis for denial and your opportunity to have your request and the denial reviewed by a licensed health care professional (who was not involved in the initial denial decision) designated as a reviewing official. If Infinity Children's Services, Inc. does not maintain the PHI you request, and it knows where the PHI is maintained, the Clinic will tell you how to redirect your request.

If you believe that your PHI maintained by Infinity Children's Services, Inc. contains an error or needs to be updated, you have the right to request that Infinity Children's Services, Inc. make an addendum to your PHI. Your request must be made in writing to the Privacy Officer, and it must explain why you are requesting an addendum to your PHI. If your request is denied, Infinity Children's Services, Inc. will provide you with a written explanation for the denial.

You generally have the right to request and receive a list of the disclosures of your PHI Infinity Children's Services, Inc. has made at any time during the six (6) years prior to the date of your request (provided that such a list would not include disclosures made prior to April 14, 2003). The list will not include disclosure for which you have provided a written authorization, and does not include certain uses and disclosures to which this Notice already applies, such as those: (i) for treatment, payment, and health care operations; (ii) made to you; (iii) to persons involved in your health care; (iv) for national security or intelligence purposes; or (v) to law enforcement officials. You should submit your written request to the Privacy Officer.

You may complain to Infinity Children's Services, Inc. if you believe your privacy rights, with respect to your PHI, have been violated by contacting the Privacy Officer and submitting a written complaint. Infinity Children's Services, Inc. will in no manner penalize you or retaliate against you for filing a complaint regarding Infinity Children's Services, Inc. privacy practices. You also have the right to file a complaint with the Secretary of the Department of Health and Human Services.

If you have any questions about this notice or want to submit a written request, please contact:

Infinity Children's Services, Inc. Privacy Officer  
304 East 6<sup>th</sup> Avenue  
Rome, GA 30161  
(706) 378-9044

Effective Date: April 14, 2003