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To Our Patients :

You have been handed our Summary of Privacy Practices as required by new Federal Laws, known as HIPAA. You can find the complete set of Privacy Practices in the White King Binder in the waiting room and we do have copies available if you would like one. Attached is a blue sheet which acknowledges that we have given you the copy. We will give you one each time a member of your family comes in for the first time after April 14th 2003. You may tell us you have already received one in the case of a dependent child and just sign the acknowledgement form for that child. Some of the ways we anticipate these new laws will effect the functioning of this office from your perspective are listed below.

1. We will continue to call-in medication refills that you request, but this will only be done twice a day, at noon and at the end of the day. Please allow time for your request to be approved by the physician and processed.
2. We would prefer you to pick-up camp/school forms. Please make a copy before you mail it.
3. In some cases minor children may be asked to sign a waiver in order for the physician or staff to discuss certain types of information with a parent.
4. When applying for life/health insurance, the records release form you sign must be HIPAA compliant in order for us to release your records to third party. If your agent is not sure if their form is compliant, we would be happy to provide you with a form that is.
5. If you request certain types of health information and are not known to our staff, they must ask you for some form of picture ID before releasing information.
6. If someone other than the patient is picking up Protected Health Information that has been authorized for release, please let our staff know the name of that person.
7. We ask you to strictly adhere to the Authorized Personnel Only signs posted around this office.

This notice is in no way intended to substitute for the Notice of Privacy Practices you have been given. Please read it carefully and address any questions you may have to our Privacy Officer of your physician.