

Central and Priority Pediatrics Commitment to Protecting the Privacy of Your Health Information

Concern for the privacy and security of health information is widespread across our nation. Central and Priority Pediatrics have always gone to great lengths to protect your health information. New federal laws reinforce these protections and call for additional protections of health information. They also provide you with rights to access your health information and understand how it is being used. This form is being given to you to help summarize the Central and Priority Pediatrics *Notice of Privacy Practices*. The *Notice of Privacy Practices* describes in detail how Central and Priority Pediatrics protects your health information and your rights related to your health information.

Effective April 14, 2003, all health care providers and health plans are required to follow standard federal privacy regulations. These privacy regulations are part of the Health Insurance Portability and Accountability Act – HIPAA for short. HIPAA will help protect the privacy of your health information in these ways:

1. **Defines individual health information** – HIPAA tells us what is considered to be health information. It includes an individual's health and billing information in any format – electronic, paper or oral.
2. **Defines healthcare organizations** – HIPAA tells us what kinds of organizations must follow these standard privacy regulations. HIPAA covers physicians, hospitals, health plans, claims clearinghouses and many other organizations that are involved in the health care delivery process.
3. **Defines individual rights over your health information** – HIPAA provides you with new rights to help you understand and control how your health information is being used. A document called *Notice of Privacy Practices* will be provided to you upon your request. This document explains in detail how Central and Priority Pediatrics will use and release your health information. Included in this document are descriptions of your rights to:
 - **Access to your health information**
 - **Request an amendment or correction to your health information**
 - **Request a history of where your health information has been released outside of Central and Priority Pediatrics**
 - **File a complaint if you feel your privacy rights have been violated**

HIPAA regulations are intended to protect the privacy of your health information, yet allow the appropriate flow of information necessary to care for you. Central and Priority Pediatrics take these regulations seriously and we will do our best to protect your privacy while providing you with the highest quality health care services available. Please review the *Notice of Privacy Practices* for more information about how Central and Priority Pediatrics protect your privacy.

Financial Policy

1. Payment is due within 30 days of the date of service. We accept several methods of payment including cash, check, credit cards and debit cards.
2. All co-payments are due at the time of check-in, along with any deductible or coinsurance amount.
3. Central and Priority Pediatrics do not get involved with divorces or separations. For any patient under 18, the parent who accompanies the minor for their visit will be financially responsible for all charges incurred, including co-pays and deductibles.
4. There may be times when the doctor orders laboratory tests that we do not perform in our in-house laboratory. In those cases, the specimen will be sent to the Health East Medical Laboratory (HML) and you will receive a separate bill from the Health East Medical Laboratory (HML) for these services. There will be contact information on that bill so you can phone them with any questions you may have.
5. There may be times when the doctor orders x-rays to be performed at our office. These x-rays are sent to Children's Hospital Radiology to be read by a Radiologist. You will receive a separate bill from Children's Hospital Radiology for these services. There will be contact information on that bill so you can phone them with any questions you may have.
6. For our uninsured patients, Central and Priority Pediatrics require full payment at the time of service and offer a 20% discount for payment in full on the day of the visit. Please contact our business office at (651) 738-9001 for further information.
7. It is our policy that any patient age eighteen or older will be financially responsible for all charges incurred by them. This means that the account will be placed in that person's name.



Well Child Exam Insurance and Billing Information

Many patients have questions regarding the billing process for Well Child Exams, also known as preventative visits. Here's some information that may be helpful.

Healthy children need periodic examinations to assess growth and development and screen for potential problems. These Well Child visits may result in multiple charges. Below are some examples of the services commonly done during a Well Child visit:

| | |
|----------------------|-----------------------|
| Physical Examination | Development Screening |
| Hearing Testing | Vision Testing |
| Immunizations | Cholesterol Level |
| Urinalysis | Blood Count |

The services performed at each Well Child visit can vary, depending on the child's age and other factors. If your child is receiving any of these services from another healthcare provider (ex. eye doctor), let the assistant know at the beginning of your visit.

Occasionally, an insurance plan will not pay for some of these screenings (ex. vision testing); but the doctors of Central Pediatrics feel strongly that regular screenings are necessary to identify problems and begin treatment as soon as possible. You always have the right to decline a service, but should discuss it with the pediatrician first.

Insurance companies offer many different plans; and your coverage may depend on the benefits chosen by your employer. Central Pediatrics is unable to know the specific details of every patient's coverage. You need to know what your plan covers. If you're unsure, please call your insurance company for details.

Sometimes during a Well Child visit, we may address an illness or problem (ex. abdominal pain, headaches) or manage a previously diagnosed health problem (ex. asthma, ADHD). When this happens, we will also report these findings to your insurance company using a separate code and the appropriate diagnosis. Depending on your insurance plan, the care for the illness or problem may be subject to a co-pay or deductible.