

Right to Inspect and Copy: You have the right to inspect and copy health information that we maintain about your child in a designated record. If copies are requested or you agree to a summary of such information, we may charge a reasonable fee for the cost of copying, including labor and supply cost of copying; postage and preparation cost. We may deny your request to inspect and copy in certain circumstances as defined by law. If you are denied access to your child's health information, you may request that the denial be reviewed.

Right to Amend: You have the right to have us amend your child's health information for as long as we maintain such information. Your written request must include the reason or reasons that support your request. We may deny your request for an amendment if we determine the record is accurate and complete.

Right to Obtain a Paper Copy: You have the right to obtain a comprehensive copy of the Notice of Privacy Practices at any time.

How to File a Complaint if you Believe Your Privacy Rights Have Been Violated

If you believe that your privacy rights have been violated, please submit your complaint in writing to

Gateway Pediatrics, Ltd.
Attn: Privacy Officer
12277 DePaul Drive, Suite 506, Bridgeton,
MO 63044
224 South Woods Mill Road, Suite 720
Chesterfield, MO 63017

You may also file a complaint with the Secretary of the Department of Health and Human Services. You will not be retaliated against for filing a complaint.

The Department of Health and Human Services offers an online "frequently asked questions" (FAQ) section that can be reviewed at <http://www.hhs.gov/ocr/hipaa>.

Notice of Privacy Practices
Effective April 14, 2003

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

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) we are required to maintain the privacy of your child's protected health information and provide you with notice to our legal duties and privacy practices with respect to such protected health information.

We are required to abide by the terms of the notice currently in effect. We reserve the right to change the terms of our notice at any time and to make the new notice provisions effective for all protected health information that we maintain. In the event that we make a material revision to the terms of our notice, you will receive a revised notice within 60 days of such revision. If you should have any questions or require further information, please contact our Privacy Officer.

How We May Use or Disclose Your Child's Protected Health Information

The following describes the purpose for which we are permitted or required by law to use or disclose your child's health information without your consent or authorization. Any other uses or disclosures will be made only with your written authorization and you may revoke such authorization in writing at any time.

Treatment: We may use or disclose your child's protected health information to provide, coordinate, or manage healthcare and related services. For example, we may disclose this information to a pharmacy, a laboratory or another physician.

Payment: We may use or disclose your child's protected health information in order to process claims or receive payment for treatment. For example, we may need to disclose information to your insurance company.

Healthcare Operations: We may use or disclose your child's health information for healthcare operations. Healthcare operations include, but are not limited to, quality assessment and improvement activities, management and general administrative activities. For example, a doctor may use information in your child's health record to assess the quality of care that is received and determine how to continually improve the quality and effectiveness of the services we provide.

Business Associates: There may be instances where services are provided to our organization through contracts with third party "business associates". Whenever a business associate arrangement involves the use or disclosure of your child's health information, we will have a written contract that requires the business associate to maintain the same high standards of safeguarding your child's privacy that we require of our own employees.

Required by Law: We will disclose medical information about your child when required by federal, state or local law.

Research: We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocol.

Coroners, Medical Examiners and Funeral Directors: We may disclose health information to a coroner or medical examiner.

Public Health: As required by law, we may disclose your child's health information to public health or legal authorities charged with preventing or controlling disease, injury or disability.

Food and Drug Administration: We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects.

Health Oversight Activities: We may disclose health information to a health oversight agency for activities authorized by law, including audits, investigations, inspections.

Lawsuits and Disputes: We may disclose health information about your child in response to a subpoena, discovery request, or other lawful order from a court.

Your Rights Regarding Your Child's Health Information

The following describes your rights regarding the health information we maintain about your child. To exercise the rights of your child, you must submit your request in writing to our Privacy Officer.

Right to Request Restrictions: You have the right to request that we restrict uses or disclosures of your child's health information to carry out treatment, payment, health care operations, or communications with family or friends. We are not required to agree to a restriction.

Right to Receive Confidential Communications: You have the right to request your child's health information in a certain form or at a specific location. For example, you can request that we not contact you at work. The request must tell us how and / or where you want to receive the information. We will accommodate reasonable request.