



This Notice of Privacy Practices tells you about your rights regarding your health care records. This is your personal copy. It outlines your rights regarding health care records and explains how they are to be used.

What your health care records are and your rights about these records.

Your protected health information is all the necessary information that is used to treat your child. Each time you visit Windermere Pediatrics; a new encounter form is created and added to your child's medical record. A superbill is also a printed out, that will be processed and sent to your insurance company to reimburse services rendered. This superbill will have the diagnosis, the type of visit, and the procedures for which your insurance company will be billed. Your records are kept in a folder and on a computer.

Your records tell what treatments and tests you have had, and what decisions the doctors have made. We store this information in the chart. The chart also includes a copy of any paperwork you provide to us, along with dates and times of visits and phone calls.

Who is routinely allowed by law to see your records without your written consent?

For medical treatment and payment

- provide for your treatment
- review of treatment alternatives
- appointment reminders
- evaluate your care
- information for payment
- business associates
- insurance companies

For your personal reasons

- communicate with your family
- notify people
- directory listings
- workers compensation
- obtain an interpreter for you
- notify a funeral director

Other reasons or situations

- research
- procurement organizations
- marketing
- public health
- Food and Drug Administration
- request by a judge
- investigation or audits

Who cannot routinely see them unless you give them consent.

- Schools
- Friends
- Financial institutions
- Newspapers

Our policies to protect health care records.

Windermere Pediatrics is required by law to maintain your privacy, and trains its staff in the proper handling of patient information. If we are required to change a privacy practice, we will make the new policy available in the office waiting rooms and on our website.

Faxed communications are sent and received from a controlled access area. We will also consider alternate methods of communication – i.e. - email text messaging, cell phones, etc. on a case by case basis. We also keep our paper charts in a secure area, and our computer server is in a locked area. Furthermore, these computerized records are password protected and encoded.

Windermere Pediatrics will abstain from using your protected health information in ways not covered under this Notice of Privacy Practices. We ask that you keep us updated to any change to your contact information to ensure the prompt delivery of sensitive information to the correct address and phone number.

If you have questions and would like additional information, you may contact the practice's Privacy Officer at (407)297-0080 ext 136.

If you believe your privacy rights have been violated, you can contact the practice's Privacy Officer, or you may contact:

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, S.W., Room 509F
HHH Building, Washington, D.C. 20201