



Breastfed BayBies NOTICE OF PRIVACY PRACTICES EFFECTIVE DATE: January 1, 2018

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

UNDERSTANDING YOUR HEALTH RECORD/INFORMATION

Each time you visit a hospital, physician, dentist, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information often referred to as your health or medical record, serves as a basis for planning your care and treatment and serves as a means of communication among the many health professionals who contribute to your care. Understanding what is in your record and how your health information is used helps you to ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and helps you make more informed decisions when authorizing disclosure to others.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law designed to protect your privacy whenever your health care providers (like the lactation consultant) have to discuss your case, or send information about you to different offices. We have to keep a file to record our consult - but we promise that the private, protected health information in it will be kept confidential.

The lactation consultant can freely share all the details of your personal health information for purposes of **"treatment, payment, and health care operations."** That means the lactation consultant can talk to you about your situation, and discuss it with your other health care providers. If you are referred to other specialists, the lactation consultant can send the information on to them. The lactation consultant can also share information with your health insurance company if they need it.

The law also requires the lactation consultant to share your information under other, very precise situations: for example, if a subpoena has been served on this office, to turn over medical records or a federal agency is investigating a complaint that we have not been protecting your privacy.

Any other time the lactation consultant shares your personal health information, it has to be with **your specific authorization**: you have to okay it, **in writing**, first. For example, you may want us to send information about your consultation to the Human Resources Dept. at your office, so they can pay you back under their corporation lactation support program. When you do give us permission to turn over information about you, we can give out only the minimum amount of information needed to get the job done.

Under HIPAA, the lactation consultant can call or write you to remind you to come back for an appointment, or to tell you how you can get a product or service that might interest you and your family.

YOUR HEALTH INFORMATION RIGHTS

1. **Receive a copy of this Notice of Privacy Practices** (upon enrollment or upon request);
2. **Access** (you can ask the lactation consultant to see all the protected health information (PHI) she has about you);

3. **Amendment** (you can ask the lactation consultant to change her files to amend inaccurate PHI);
4. **Disclosure Accounting** (you can ask to whom the lactation consultant has given your PHI) and
5. **Restriction Request** (you can put limits on the lactation consultant's use and sharing of your PHI)

Our duty under to HIPAA is to give you this notice, so you understand we have promised to keep your private health information confidential. If we change this notice in the future, we'll give you a new copy.

Jasmine Marquez, MPH, IBCLC is the Privacy Officer in this office, whose phone number is: (510) 305-1854. She is the person who can answer your questions or concerns about how this office protects your privacy.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions about this notice or would like additional information, you may contact our Privacy Officer at the telephone or address below. If you believe that your privacy rights have been violated, you have the right to file a complaint with the practice's Privacy Officer or with the Secretary of the Department of Health and Human Services. We will take no retaliatory action against you if you make such complaints.

Secretary of the Department of Health and Human Services

Website: <https://www.hhs.gov/hipaa/filing-a-complaint/>

(toll free) 1-800-368-1019