

JOINT NOTICE OF PRIVACY PRACTICES

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 IT CAREFULLY.

What is the purpose of this notice?

This notice tells you how Children's uses and discloses your medical information and your rights regarding your medical information.

To whom does this notice apply?

The following are required to follow the privacy practices described in this notice:

- Children's Medical Center of Dallas and its medical staff,
- The University of Texas Southwestern Medical Center at Dallas, its faculty physicians who practice at Children's, and its residents and fellows,
- Dallas Physician Medical Services for Children, Inc., Anesthesiologists for Children, and other health care providers under common ownership or control by Children's Health Services of Texas whose names will be made available to you upon request.

The above list includes workforce members, volunteers and trainees whose conduct is directly controlled by Children's. NOTE: The physicians who treat you/your child at Children's are not employees or agents of Children's. They are either (i) independent physicians engaged in the private practice of medicine who have staff privileges at Children's; (ii) independent physicians who are independent contractors and have staff privileges at Children's; (iii) physicians employed by The University of Texas Southwestern Medical Center or another institution who have staff privileges at Children's; or (iv) physicians participating in the care of patients as part of a post-graduate medical education program.

For purposes of this notice, each covered entity subject to this notice is referred to as "Children's" or "we." "You" and "your" refer to the person authorized to make health care decisions for the Children's patient if the patient lacks that authority.

Who may use and disclose your medical information?

Children's maintains your child's medical information in a confidential manner, as required by law. However, Children's must share this medical information as necessary to provide you with quality health care. Children's, its medical staff, The University of Texas Southwestern Medical Center at Dallas, and other covered entities participating in their organized health care arrangement also will share medical information with each other as necessary to carry out treatment, payment and health care operations relating to the organized health care arrangement.

What are treatment, payment and health care operations?

Treatment includes sharing information among health care providers involved in your child's care. For example, your child's doctor may share information about your child's condition with pharmacists to discuss appropriate medications, or with radiologists or other health care providers in order to make a diagnosis. Children's also may share your child's medical information as required by your insurer or HMO to obtain payment for your child's treatment and/or hospital stay. Children's also may use and disclose your child's medical information for our health care operations, which includes activities to improve the quality of care -- for example, for review and training purposes.

How will Children's use or disclose your child's medical information without your authorization?

Unless you ask for restrictions on a specific use or disclosure, your child's medical information may be used or disclosed for the following purposes:

- To provide you with appointment reminders.
- To inform you of treatment alternatives, benefits or services related to your child's health that may be of interest to you. (You will have an opportunity to refuse to receive this information.)
- Individuals who have the authority to consent to your child's treatment or who are involved in payment for treatment.
- Use in a hospital directory, which may include your child's name, general condition and location in the hospital.
- To carry out payment, health care operations or other functions through business associates (for example, to install a new computer system).
- Public health activities including disease prevention, injury or disability; reporting births and deaths; reporting child abuse or neglect; reporting reactions to medications or product problems; notification of recalls; infectious disease control; or notifying government authorities of suspected abuse, neglect or domestic violence (if you agree or as required by law).
- Health oversight activities (for example, audits, inspections, investigations and licensure).
- Lawsuits and disputes.
- Law enforcement (for example, in response to a court order or subpoena).
- Coroners and medical examiners.
- Organ and tissue donation.
- Certain research projects approved by an Institutional Review Board.
- The American Red Cross (or a government disaster relief agency) if your child's care is involved in a disaster relief effort.
- To prevent a serious threat to health or safety.
- To military command authorities if you are a member of the armed forces.
- National security and intelligence activities.
- Protection of the President or other authorized persons or foreign heads of state, or to conduct special investigations.
- To contact you or use (or disclose to a business associate) your child's medical information for fundraising activities, but such information will be limited to your name, address, phone number, and the dates you received services at, or by, Children's. Funds raised will be used to expand and improve the services and programs Children's provides for the children of North Texas. (You will have an opportunity to refuse to receive future fundraising communications.)
- Inmates. (Medical information about children subject to correctional institution authority may be released to the institution.)
- Workers' Compensation. (Your child's medical information regarding benefits for work-related illnesses may be released as appropriate).
- As required by law.

Your authorization is required for other disclosures.

Except as described above, Children's will not use or disclose your child's medical information unless you provide Children's written authorization to disclose it. You may revoke your authorization, which will be effective only after the date of your written revocation.

Is certain medical information subject to additional restrictions?

Certain types of information may be subject to additional restrictions on disclosure, such as substance abuse treatment records, AIDS test results and psychotherapy notes.

You have rights regarding your child's medical information.

To invoke any of the following rights, you may make a written request on the form provided by Children's.

- **Right to request restriction.** You may request limitations on the medical information Children's uses or discloses for treatment, payment or health care operations, but Children's is not required to agree to your request. If we agree, we will comply with your request unless the information is needed to provide your child with emergency treatment.
- **Right to confidential communications.** You may request to receive communications in a certain way or at a certain location, but you must specify how or where you wish to be contacted.
- **Right to inspect and copy.** You have the right to inspect and copy your child's medical information regarding decisions about your child's care. Children's may charge a fee for copying, mailing and supplies. Under limited circumstances, your request may be denied; in some cases you may request review of the denial by another licensed health care professional chosen by Children's. Children's will comply with the outcome of the review.
- **Right to request amendment.** If you believe that the medical information Children's has about your child is incorrect or incomplete, you may request an amendment on the form provided by Children's, which requires certain specific information. Children's is not required to accept the amendment.
- **Right to accounting of disclosures.** You may request a list of the disclosures of your child's medical information that have been made by Children's to persons or entities in the past six years, but not before April 14, 2003. Such a list will not include certain disclosures, including disclosures made (i) to you; (ii) with your authorization; or (iii) for treatment, payment and health care operations. After the first request, there may be a charge.
- **Right to a copy of this notice.** You may request a paper copy of this notice at any time, even if you have been provided with an electronic copy. You may also obtain an electronic copy of this notice at the Children's Web site, www.childrens.com.

You are not entitled access to information prohibited by the Clinical Laboratory Improvement Amendments.

Requirements regarding this notice.

Children's is required by law to maintain the privacy of medical information and to provide you with this notice of our legal duties and privacy practices with respect to medical information. Children's will be governed by this notice for as long as it is in effect. Children's may change this notice, and these changes will be effective for medical information we have about your child as well as any information Children's receives in the future. We will provide you a copy of revised notices upon request and make them available when you seek our services.

Complaints?

If you believe your child's privacy rights have been violated, you may file a complaint with Children's or with the Secretary of the United States Department of Health and Human Services. You will not be penalized or retaliated against in any way for making a complaint to Children's or the Department of Health and Human Services.

Call Children's Privacy and Information Security Officer at 214-456-4444 if:

- You have a privacy complaint.
- You have any questions about this notice.
- You wish to request restrictions on uses and disclosures for treatment, payment or health care operations.
- You wish to obtain a form to exercise your rights as described above.

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