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“Where Compassion, Caring and dedication come first”

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### Notice Of Health Information Privacy Practices

This notice explains how your child’s medical information may be used and disclosed, and how you can access this information. Please read carefully.

**Our Commitment to privacy:** TLC Pediatrics of Amarillo, P.A. is committed to protecting your child’s medical information in accordance with federal HIPPA regulations and Texas privacy laws. This notice applies to all records of your child’s care maintained by our practice.

**Understanding Your Child’s Health Information:** When your child visits us, we create a medical record that includes examination notes, test results, diagnosis, treatment plans and other health data. This record is used for:

- Planning and coordinating care
- Communicating with other healthcare providers
- Billing and verifying services with insurance companies
- Meeting legal, regulatory, and public health requirements
- Quality improvement and training

Understanding your child’s record helps you ensure accuracy and control over who has access to this information.

**Your Rights:** You have the right to:

- Request restrictions on how your child’s information is used or shared.
- Receive confidential communications in the manner you choose
- Inspect and obtain a copy of your child’s medical record
- Request amendments or corrections
- Receive an accounting of disclosures
- Get a printed copy of this notice at any time

**Our Responsibility:** We are required to:

- Maintain the privacy of your child’s health information
- Provide you with this notice
- Follow the terms of this notice
- Notify you in the event of a breach involving your child’s health information, as required by Texas law.

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**How we may use and /or disclose your child’s health information:** We may use or share your child’s health information without written permission for:

- Treatment – coordinating care and sharing information with other healthcare providers.
- Payment – Billing your insurance and verifying benefits.
- Healthcare Operations – Quality improvement, staff training, and compliance activities.
- Business Associates – Vendors (e.g., billing or IT services) who must safeguard your child’s information.
- Family Communication – Using professional judgement to share relevant information with family members involved in your child’s care.
- Public Health & Safety – Reporting to public health authorities as required by law.
- Legal Requirements – Disclosures for law enforcement, court orders, or oversight agencies.
- Appointment Reminders – Contacting you about scheduled visits.

Other uses or disclosures will require your written authorization, which you may revoke in writing at any time.

**Texas – specific privacy protections:** Texas law provides additional safeguards, including:

- Restrictions on sharing certain sensitive information (mental health, genetic, and communicable disease data) without specific written authorization.
- Mandatory breach notification within 60 days of discovery.

As permitted by law, we reserve the right to amend or modify our privacy policies and practices at any time. These changes in our policies and practices may be necessary due to updates in federal and state laws and regulations. Regardless of the reason for these revisions, we will provide you with a revised notice upon your request. The revised policies and practices will be applied to all protected health information that we maintain. We will not use or disclose your child’s health information without your authorization, except as described in this notice. We will also discontinue using or disclosing your child’s health information after we have received written revocation of the authorization, as outlines in the procedure included with the approval.

**For more information or to report a problem:** If you have complaints, questions, or would like additional information regarding this notice or the privacy practices, please contact:

TLC Pediatrics of Amarillo  
3501 Soncy Road #102  
Amarillo, Texas 79119  
806 353-7900

You may also file a complaint with:

Office for Civil Rights  
U.S. Department of Health and Human Services  
1301 Young St., Ste 1169  
Dallas, Texas 75202  
800 368-1019

No retaliation will occur for filing a complaint

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_