

# Ella Zavolunova, MD

33-47 91<sup>st</sup> Street #1J  
Jackson Heights, NY 11372  
(718)424-2332  
Fax:(718)424-2386

63-61 99<sup>th</sup> Street #G1  
Rego Park, NY 11374  
(718)896-2332  
(718)896-2334

## HIPAA PRIVACY POLICY

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

### **Information We Collect about You and Your child:**

We collect personal information about you and your child as part of a registration process, during the course of your care, from other health care entities you utilize such as hospitals, laboratories, other physicians, imaging facilities and your insurance company. This personal information includes items such as your name, address, phone number, birthdate, social security number, employer, health history, insurance policy, and coverage information. During the course of your treatment we will collect health information regarding diagnosis, treatment plans, progress and any test results or films.

### **How Your Information is used:**

The personal and health information gathered may be used and disclosed with your consent for purpose of treatment, payment, or routine healthcare operations. This means we may send your information to other physicians or facilities involved in your treatments well as your insurance company or a collection agency to obtain payment. Any other uses of your information require a signed authorization by you, the parent or guardian. First Choice Pediatrics, PC does not sell patient information to marketing or pharmaceutical companies. In certain cases of public health interest we may be required to disclose information to local, state or national health organizations or government agencies.

### **Safeguarding Your Personal and Health Information:**

We are required by law to (1) make sure that the medical information that identifies you is kept private, (2) provide you with our privacy policy, (3) follow terms laid out in the privacy policy. As a means of protecting your privacy, we restrict access to your personal and health information to only those employees who require the information to complete their jobs and provide quality service to you. First Choice Pediatrics, PC maintains physical, electronic and procedural safeguard to comply with state and federal regulations that guard your personal and health information. If you feel that your privacy has been violated, you may have the right to file a complaint with the department of health and Human Services. This complaint in no way influences your course of treatment in this office.

### **Changes to Our Privacy Policy:**

All new patients will receive a copy of our privacy policy. First Choice Pediatrics, PC occasionally reviews its privacy policy and reserves the right to amend it. Notification of changes will be available at the front desk prior to the effective date of any changes.

### **Your Right to Restrict Use of Information:**

You have the right to request restrictions of our uses of disclosure of your personal or health information, although we are not required to agree to those restrictions. Once your request has been processed, it will remain in effect until you make a written request to change it.

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PRINT PATIENS NAME

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PATIENT/ PARENT/GUARDIAN'S SIGNATURE

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DATE