

# HIPAA Omnibus Notice of Privacy Practices

Revised 2/4/2026

PEDIATRIC ASSOCIATES OF WATERTOWN, P.C.  
20011 Summit View Blvd.  
WATERTOWN, NEW YORK 13601

**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.**

***Your Information. Your Rights. Our Responsibilities.***

## **YOUR RIGHTS**

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

You have the Right to:

### **Get an electronic or paper copy of your medical record**

You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do it. We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

### **Ask us to correct your medical records**

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say "no" to your request, but we'll tell you why in writing within 60 days.

### **Request Confidential Communications**

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say "yes" to all reasonable requests.

### **Ask us to limit what we use or share**

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say "yes" unless a law requires us to share that information.

### **Get a list of those with whom we've shared information**

- You can request a list (accounting) of the times we have shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

### **Get a copy of this privacy notice**

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

## **Choose someone to act for you**

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

## **File a complaint if you believe your rights are being violated**

- You can make a complaint if you believe we have violated your rights by contacting us using the information on this page.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
- We will not retaliate against you for filing a complaint.

## **YOUR CHOICES**

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

### **In these cases, you have both the right and choice to tell us to:**

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

*If you are unable to tell us your preference, for example, if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when necessary to lessen a serious and imminent threat to health or safety.*

**Fundraising:** If we intend to use or disclose your information (including SUD records) for fundraising for our benefit, we will first provide you with a clear and conspicuous opportunity to refuse and to elect not to receive any further fundraising communications. You can tell us not to contact you again.

### **In these cases, we never share your information unless you give us written permission:**

- Marketing purposes
- Sale of Your Information
- Most sharing of psychotherapy notes

## **OUR USES AND DISCLOSURES**

### **How do we typically use or share your health information?**

Treat you: We may use your health information and share it with other professionals who are treating you.

*Example: A doctor treating you for an injury asks another doctor about your overall health condition.*

Run our organization: We can use and share your health information to run our practice, improve your care, and contact you when necessary.

*Example: We use health information about you to manage your treatment and services.*

Bill for your services: We can use and share your health information to bill and obtain payments from health plans or other entities.

*Example: We give information about you to your health insurance plan so it will pay for your services.*

### **How else may we use or share your health information?**

We are allowed or required to share your information in other ways - usually in ways that contribute to the public good, such as public health and research.

We have to meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

#### Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

#### Do research

We can use or share your information for health research.

#### Comply with the law

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

#### Respond to organ and tissue donation requests

We can share health information about you with organ procurement organizations.

#### Work with a medical examiner or funeral director

We can share health information with a coroner, medical examiner, or funeral director when an individual dies

#### Address workers' compensation, law enforcement, and other government requests

- We can use or share health information about you:
- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

#### Respond to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

### **Special Protections for Substance Use Disorder Records**

Some of the health information we maintain may be protected by federal law **42 CFR Part 2**, which provides heightened confidentiality for records related to Substance Use Disorder (SUD).

- **Stricter Limits on Use:** We will not use or disclose your SUD records, or testimony relaying the content of such records, in any civil, criminal, administrative, or legislative proceedings against you without your express written consent or a specific court order.

- **Single Consent for TPO:** You may provide a single written consent that covers all future uses and disclosures of your SUD records for Treatment, Payment, and Healthcare Operations (TPO). *You have the right to revoke this consent at any time in writing.*
- **Accounting of Disclosures:** You have the right to request an accounting of disclosures of your SUD records made during the three years prior to your request including right to a list of disclosures made by an intermediary
- **Fundraising:** If SUD records are used for fundraising, you will be provided notification which includes a clear opportunity for individuals to opt-out.
- **Request Restrictions:** You may request restriction on disclosures for TPO purposes and to request restriction on disclosures to your health plan when services are paid in full by the you.

## OUR RESPONSIBILITIES

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

**Potential for Redisclosure.** Once we disclose your health information to a third party (such as a health plan or another provider) as permitted by this Notice or with your authorization, that information may be subject to redisclosure by the recipient and may no longer be protected by the HIPAA Privacy Rule. However, if the information is an SUD record protected by 42 CFR Part 2, the recipient may still be prohibited from redisclosing it except as permitted by those stricter regulations.

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

## Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

This Notice of Privacy Practices applies to the following organizations: Pediatric Associates of Watertown, PC  
Privacy Officer: Caressa Flowers, BSN RN (315)782-4391

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