



Programs for Infants and Children, Inc.
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Frequently Asked Questions Regarding the Health Insurance Portability and Accountability Act (HIPAA)

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.

We understand that information we collect about your child and his or her health is personal. Keeping your health care information private is one of our most important responsibilities. We are committed to protecting your health care information and following all laws about its use. You have the right to discuss with our personnel how your health care information is shared. The law states that:

1. We must keep your health care information from others who do not need it.
2. You may ask us not to share certain information with others. There may be times when this is not possible.

Who sees and shares my health care information?

All agency staff at your Infant Learning Program has access to your health care information in order to determine your child's plan of care. We review your child's health care information and bills to make sure that you get quality care and that all laws about providing and paying for your health care are being followed.

Does this have anything to do with how payment is made?

Your child's health care information may be shared with insurance, Medicaid, Tricare, or other health care payors.

Am I able to see my child's health care information?

In most cases, you have access to your child's health care information. There may be legal reasons or safety concerns that may limit the amount of information that you may be able to see. You may ask in writing to receive a copy of your health care information. We may charge a small amount for copying costs.

If you think some of the health care information is wrong, you may ask in writing that we correct or add to it. You may also ask that this corrected information be sent to others who have previously received the information. You may ask for a list of where your child's health care information has been sent.

What if my health care information needs to go somewhere else?

You may ask that your child's health care information be sent to others. You will be asked to sign an authorization form, permitting your child's health care information to be sent to another agency. This authorization form will tell us what, where, and to whom the information will be sent. You can stop or limit the amount of information sent at any time by letting us know in writing.

Can my health care information be released without my authorization?

We follow laws that tell us when we have to share health care information, even if you do not sign an authorization form. We always report:

1. Contagious diseases, birth defects, and cancer;
2. Firearm injuries and other trauma;
3. Reactions to/problems with medication or defective medical equipment;
4. To the police, when required by law;
5. When the court orders us to;
6. To the government, to review how our programs are working;
7. To insurance companies or other third party payers;
8. To Worker's Compensation, for work-related injuries;
9. Birth, death, or immunization information;
10. To the federal government, when they are investigating something to protect our country, president, or other government workers;
11. Abuse, neglect, and domestic violence, if related to child protection or vulnerable adults.

We may also share information for permitted research purposes, for matters concerning organ donations, and for serious threats to public health or safety.

This notice is yours to keep and you may ask for another copy at any time. If there are important changes to this notice, you will get a new one within sixty (60) days of the changes.

If you have questions or feel your privacy rights have been violated, you may contact your Infant Learning Program at any time by calling their main phone number.

If you have concerns, you may contact the Alaska Early Intervention/Infant Learning Program Office. Please view current contact information for the AK EI/ILP office at this web address:
<https://health.alaska.gov/dsds/Pages/infantlearning/default.aspx>

Your health care services will not be affected by any inquiry made in regards to your rights to privacy.

Signed By	Date