

# Special Delivery Birth Center - HIPAA Compliant Privacy Policy

At Special Delivery Birth Center, we are committed to protecting the privacy and confidentiality of your health information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). This Privacy Policy explains how we collect, use, disclose, and safeguard your health information. We will update this policy periodically, and any updates will be communicated to you through appropriate means.

## **1. Purpose of This Privacy Policy**

This Privacy Policy describes how Special Delivery Birth Center handles the personal and health-related information we collect in the course of providing care to our patients. This includes any medical records, health history, treatment plans, and other information related to your healthcare.

## **2. Our Responsibilities**

We are legally required to maintain the privacy and security of your health information. We will:

- Safeguard your health information to prevent unauthorized access or disclosure.
- Provide you with access to your health information upon request.
- Comply with HIPAA regulations and other applicable laws to protect your privacy.

## **3. Information We Collect**

We may collect personal and health information including, but not limited to:

- Your name, address, and contact information
- Medical history and records
- Treatment plans and recommendations
- Prescription and medication information
- Insurance details
- Payment information

## **4. How We Use Your Health Information**

We use your health information to provide medical care, process payments, and communicate with other healthcare providers when necessary. Specifically, we may use your health information to:

- Provide treatment and care coordination.
- Bill and collect payment for services rendered.
- Schedule appointments and communicate with you regarding your care.
- Respond to your inquiries and provide customer support.

## **5. How We Share Your Health Information**

We may share your health information in the following circumstances:

- With Healthcare Providers: We may share your information with doctors, nurses, and other healthcare professionals involved in your care.
- With Insurance Providers: We may share information with your insurance company to process claims and verify coverage.
- With Business Associates: We may disclose information to business associates who perform services on our behalf, such as billing companies or IT service providers, but they are also required to protect your information.
- As Required by Law: We may disclose your information if required by law, such as for public health purposes or in response to a legal order.

## **6. Your Rights Regarding Your Health Information**

Under HIPAA, you have the following rights:

**Right to Access:** You have the right to request a copy of your health records.

**Right to Request Corrections:** You can request corrections to any inaccurate or incomplete information in your medical records.

**Right to Restrict Disclosure:** You have the right to request restrictions on how your health information is shared, though we are not required to agree to all requests.

**Right to Confidential Communications:** You can request that we communicate with you in a certain way (e.g., by mail or phone) or at a certain location.

**Right to Receive a Privacy Breach Notification:** If your health information is compromised due to a breach, we will notify you as required by law.

## **7. How We Protect Your Health Information**

We implement physical, administrative, and technical safeguards to protect your health information from unauthorized access, use, or disclosure. These safeguards include encryption, secure communication methods, and restricted access to sensitive data.

## **8. Disclosure of Information for Research or Public Health**

In certain cases, we may use or disclose your health information for research or public health purposes, provided that such disclosures are in compliance with HIPAA guidelines and regulations.

## **9. How to File a Complaint**

If you believe your privacy rights have been violated, you can file a complaint with:

Special Delivery Birth Center's Privacy Officer: 917-477-9343

The U.S. Department of Health and Human Services (HHS) Office for Civil Rights:  
[www.hhs.gov/ocr/complaints](http://www.hhs.gov/ocr/complaints)  
We will not retaliate against you for filing a complaint.

#### **10. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. We will post the updated policy on our website or notify you directly of any significant changes. The revised policy will apply to all information we maintain, including information created or received before the policy change.

#### **11. Contact Us**

If you have any questions or concerns regarding this Privacy Policy or our privacy practices, please contact us at:

Special Delivery Birth Center  
918-477-9343  
[Tulsamidwife@gmail.com](mailto:Tulsamidwife@gmail.com)