Programs for Infants and Children, Inc.
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NOTICE OF PRIVACY PRACTICES (HIPAA)

Your Information. Your Rights. Our Responsibilities.

THIS NOTICE DESCRIBES HOW YOUR CHILD'S HEALTH INFORMATION MAY BE USED AND SHARED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ IT CAREFULLY.

YOUR RIGHTS	YOUR CHOICES	HOW WE USE YOUR CHILD'S INFO
• See your child's records • Fix mistakes in records • Ask us to keep things private • Ask us to contact you a different way • Get a list of who we shared info with • Get a copy of this notice anytime • Designate someone to speak for your child • File a complaint if something goes wrong	• Share info with family or friends involved in care • Share info in a disaster or emergency • Contact you for fundraising • We NEVER sell your child's info • We NEVER share info for marketing without your written okay	• Care for your child • Run our program • Bill for services • Help with public health and safety • Comply with the law • Address Alaska state EI oversight and government requests for data.

Your Rights

See your child's records

- You have the right to see or get a copy of the health and billing information we keep about your child, including records we have received from your child's other health care providers.
- We will give you a copy within 30 days at no cost.

Fix mistakes

- You can ask us to fix mistakes in your child's health records.
- We will give you our answer in writing within 60 days. We will tell you why if we say no.

Ask us to keep things private

- You can ask us not to share certain things about your child. We do not have to say yes, but we will tell you why if we say no. We will say yes if you ask us not to share information with your health insurer about a service you paid for in full yourself, unless the law requires us to share it.

Ask us to contact you a different way

- You can ask us to call a different number or send mail to a different address.
- We will say yes to all fair requests.

Get a list of who we shared your child's info with

- Ask for a list of disclosures from the past 6 years.
- We provide this list at no cost.

Get a copy of this notice

You can ask for a paper copy of this notice at any time, even if you got it by email. We will give you a copy right away.

Someone who speaks for your child

- As a parent or legal guardian, you have the right to make choices about your child's health info.
- If someone else is your child's legal guardian, they may also make these choices. We will check they have the right to do this first.

File a complaint

- You can file a complaint with us. Use the contact info at the bottom of this notice.
- You can also file a complaint with the U.S. government: call **1-877-696-6775** or go to hhs.gov/hipaa/filing-a-complaint
- **We will never punish you for filing a complaint.**

Your Choices

You can tell us what to do in these cases:

- Share info with family or friends who help take care of your child or those who help pay for care.
- Share info in a disaster or emergency.

If you cannot tell us your choice in an emergency, we may share your child's info if we think it is best for your child.

We will NEVER do these things without your written okay:

- Share your or your child's info for marketing.
- Sell your child's info.
- Share therapy notes.

Fundraising:

We may contact you to ask for support for PIC. You can tell us to stop at any time and we will respect that.

How We Use Your Child's Info

To care for your child

We use your child's health info to plan and give services.

Example: Your child's service team uses your child's records to write the IFSP and plan visits.

To run our program

We use your child's info to run PIC, improve care, and contact you when needed.

Example: We use your child's records to track progress and schedule home visits.

To bill for services

We share your child's info to get paid by insurance or other payers.

We may share information with Medicaid, TRICARE, private insurance, or other health plans so we can bill for services provided to your child. Billing insurance does not affect your child's eligibility for services or the services your child receives.

Other ways we may share your child's info

The law allows us to share info in these situations. We must meet legal requirements before we share.

- **Public health:** Reporting disease, bad drug reactions, suspected abuse or neglect, or safety threats.
- **Research:** We can share info for health research.
- **The law requires it:** We share info when state or federal law says we must, including with the government to check that we follow the law.
- **Law enforcement:** We share info for law enforcement when the law requires it, or for national security and government programs.
- **Court orders:** We share info when a court or legal order requires it.
- **Lawsuits and legal actions:** We may share info in response to a subpoena or legal request.
- **Health oversight:** We share info with agencies that audit or inspect our program.
- **Serious threats:** We may share info to prevent a serious threat to someone's health or safety.
- **Workers' compensation:** We may share info for workers' compensation claims.
- **Organ and tissue donation:** We may share info with organ donation groups.
- **Coroners and funeral directors:** We may share info with a coroner, medical examiner, or funeral director.
- **Special government functions:** We may share info for military, national security, or presidential protection purposes.

Early Intervention Records

Most records about your child's early intervention services, such as evaluations, the IFSP, and service notes, are protected by the Family Educational Rights and Privacy Act (FERPA) and Part C of the Individuals with Disabilities Education Act (IDEA), not HIPAA. Your rights for those records, including how to see them and who we may share them with, are explained in our Annual Notice of Privacy Rights for Early Intervention Records. You will receive that notice each year, and you can ask for a copy at any time or find it at parenthandbook.picak.org.

Our Promises

- We are required by law to keep your child's health info safe and private.
- We will tell you as soon as possible if your child's information is shared when it should not have been.
- We will follow everything in this notice and give you a copy.
- Any use or sharing of your child's information that is not described in this notice will only happen with your written permission unless the law allows or requires it.
- In some situations, a person or organization that receives information may be allowed to share it again under different legal rules.
- If you give us written permission to share information, you may change your mind later. To do this, send us a written request. Some information already shared before we receive your request cannot be taken back.

Changes to This Notice

We can change this notice. If we make big changes, you will get a new copy within 60 days. The new notice will apply to all info we have about your child. You can always get the newest copy at our office or at parenthandbook.picak.org.

Effective Date: October 21, 2026 **Privacy Officer:** Micheala Phillips, (907) 550-3087, mphillips@picak.org **Questions?** Call (907) 561-8060 or visit parenthandbook.picak.org **Alaska law:** We are required to report some things without your permission, including contagious diseases, injuries, abuse, neglect, births, deaths, and immunizations.	**To file a complaint with the U.S. government:** Call **1-877-696-6775** or visit hhs.gov/hipaa/filing-a-complaint Send a letter to: U.S. Dept. of Health and Human Services, Office for Civil Rights, 200 Independence Ave. S.W., Washington, D.C. 20201 *Filing a complaint will not affect your child's services.*