



Vidalia Pediatric Clinic

303 Harris Industrial Blvd, Suite 3

Vidalia, GA 30474

Phone: (912) 537-9355

Fax: (912) 335-4804

Office Hours:

Monday - Thursday

8:00 a.m. - 6:30 p.m.

Friday

8:00 a.m. - 5:00 p.m.

Saturday

9:00 a.m. - 11:30a.m.

(closed on Saturdays in June, July & August)

Nurse On-Call: Vidalia Pediatric Clinic has a nurse on-call 24 hours a day, 7 days a week. If you would like to speak with the nurse on-call when the office is closed, please contact the hospital operator at (912) 535-5555 and ask to speak with the nurse on-call for Vidalia Pediatric Clinic.

Call us before going to the Emergency Room! If we are open, we will see your child. We give same day appointments and walk-in appointments. If the office is closed, contact our nurse on-call to see if the ER could be avoided.

Vidalia Pediatric Clinic Well Child Policy: We strive to provide the highest quality of care for our patients. In order to achieve this goal, we require that we see each patient for the recommended Health Checks set by the insurance companies. The recommend Health Check ages are:

- 72 hours after birth
- 2 Weeks of life
- 2 Months of Age
- 4 Months of Age
- 6 Months of Age
- 9 Months of Age
- 12 Months of Age
- 15 Months of Age
- 18 Months of Age
- 24 Months of Age
- 30 Months of Age
- Once a year here after



Things We Will Need From You

- Updated **Demographic** (address, telephone numbers, etc.)
- Signed **Release Form** from Parent/Guardian stating who can bring your child for treatment in your absence. By law, Vidalia Pediatric Clinic will not be able to treat a patient accompanied by an individual not listed on the release form. It is the parent/guardians responsibility to update the release form when needed.
- A copy of **Court Documents/Custody Letter** if you are not the parent of the child
- **Parent/Guardian ID**
- **Patients Insurance Card**
- Signed **Medical Release** so we can receive all medical records on your child from prior PCP's or specialist. Please notify our front staff if your child has been treated outside of Vidalia Pediatric Clinic.

Vidalia Pediatric Clinic Policies

- Patients must receive all recommended Well Child visits set by the insurance company each year.
- Patients must be accompanied to all visits by an adult (18 years of age or older) that is listed on the Release Form if the parent/guardian is not available to bring the child to their appointment.
- Parent/Guardian must give **24 hour notice** for any change, or cancellation, of an appointment.
- **Appointment Tardiness**: Patient's that are late for their appointment will be rescheduled at our earliest convenience.
- **No Shows**: Patients who fail to show for more than 3 of their appointments (without notifying our practice ahead of time) will be released from our care.



DECLARATION OF PATIENT RIGHTS

The patient has a right to file a grievance with the Composite State Board of Medical Examiners, concerning the physician, staff, office and treatment received. The patient should either call the Board with such a complaint or send a written complaint to the Board. The patient should be able to provide the physician or practice name, the address and the specific nature of the complaint.

Complaints may be reported to the Board at the following address or telephone number:

Composite State Board of Medical Examiners

Attn: Complaints Unit

No. 2 Peachtree Street, N.W., 36th Floor

Atlanta, GA 30303

(404) 656-3913

Physician Profile

Any person or entity has the right to receive a physician profile from the Board by telephone, in writing or by electronic mail. There may be a nominal fee.

O.C.G.A. 43-34-24(c)



HIPAA Notice of Privacy Practices Statement

Notice of Information Practices and Privacy Statement

For VPC, Inc. d/b/a Vidalia Pediatric Clinic

303 Harris Industrial Blvd, Suite 3
Vidalia, GA 30474
Phone: (912) 537-9355

How We Collect Information About You: Vidalia Pediatric Clinic (VPC) and its employees and volunteers collect data through a variety of means including but not necessarily limited to letters, phone calls, emails, voice mails, and from the submission of applications that is either required by law, or necessary to process applications or other requests for assistance through our organization.

What We Do Not Do With Your Information: Information about your financial situation and medical conditions and care that you provide to us in writing, via email, on the phone (including information left on voice mails), contained in or attached to applications, or directly or indirectly given to us, is held in strictest confidence.

We do not give out, exchange, barter, rent, sell, lend, or disseminate any information about applicants or clients who apply for or actually receive our services that is considered patient confidential, is restricted by law, or has been specifically restricted by a patient/client in a signed HIPAA consent form.

How We Do Use Your Information: Information is only used as is reasonably necessary to process your application or to provide you with health or counseling services which may require communication between VPC and health care providers, medical product or service providers, pharmacies, insurance companies, and other providers necessary to: verify your medical information is accurate; determine the type of medical supplies or any health care services you need including, but not limited to; or to obtain or purchase any type of medical supplies, devices, medications, insurance,

If you apply or attempt to apply to receive assistance through us and provide information with the intent or purpose of fraud or that results in either an actual crime of fraud for any reason including willful or un-willful acts of negligence whether intended or not, or in any way demonstrates or indicates attempted fraud, your non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals, as well as any other information as permitted by law.

Information We Do Not Collect: We do not use cookies on our website to collect data from our site visitors. We do not collect information about site visitors except for one hit counter on the main index page that simply records the number of visitors and no other



data. We do use some affiliate programs that may or may not capture traffic data through our site. To avoid potential data capture that you visit by a database website, simply do not click on any of our outside affiliate links.

Limited Right to Use Non-Identifying Personal Information From Biographies, Letters, Notes, and Other Sources: Any pictures, stories, letters, biographies, correspondence, or thank you notes sent to us become the exclusive property of VPC. We reserve the right to use non-identifying information about our clients (those who receive services or goods from or through us) for fundraising and promotional purposes that are directly related to our mission.

Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without client's express advance permission.

You may specifically request that NO information be used whatsoever for promotional purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information or photos that you send to us will ever be publicly used without your direct or indirect consent.

Non-Discrimination Policy

Vidalia Pediatric Clinic does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, or national origin, or on the basis of disability or age in admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by Vidalia Pediatric Clinic directly or through a contractor or any other entity with which Vidalia Pediatric Clinic arranges to carry out its programs and activities.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations Parts 80, 84, and 91.

**In case of questions, please contact:
Vidalia Pediatric Clinic
Contact Person:
Carson Smith, Practice Manager
912-537-9355**