

Andrew Garbarino, M.D.
Regina Kupchella, M.D.
Venkata Dharbhamulla, M.D.
Edward Pawlowski, M.D.
Jill Blescia, M.D.
Bradley Drennen, D.O.
Jeffrey Cook, M.D.
Michelle Sredy, M.D.



Cynthia Pioli, CRNP
Jessica Musché, CRNP
Tara Peters, CRNP
Lisa Cordek, CRNP
Bethany Homyak, PA-C
Samantha Shaffer, PA-C
Travis Feathers, PA-C

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Visitor and Contractor Premise Access Policy & Agreement Form

Purpose

The purpose of this document is to provide guidance for Visitors to Pediatric Care Specialists, to ensure the confidentiality of our patient's protected health information and security of Pediatric Care Specialists property.

Cancellation or Expiration

The Process and statements in this document do not have an expiry date. However, this document is reviewed and updated annually, and is maintained in the HIPAA Manual located in the Administrative Assistant's Office.

Background

We are a multi-specialty private practice that encompasses pediatrics, behavioral health, and optometry. We have offices conveniently located in Richland, Ebensburg, Downtown Johnstown, and Somerset. Each building has Physical Safeguards to ensure the protection of our patient's protected health information and security of Pediatric Care Specialists property. This policy describes one Safeguard.

Scope

This policy applies to all Visitors to any premise of Pediatric Care Specialists, and to employees who register or sponsor Visitors.

Policy Statement

Check-In

All visitors must check-in with an employee at the main reception desk.

All visitors must read and sign this policy to acknowledge receipt and agreement to comply with this policy.

All visitors will be issued a visitor badge which is to be visible and worn the entire duration of the visit.

All visitors will be accompanied by the sponsoring employee at all times.

All visitors will check-out with the employee at the main reception desk and turn in the visitor badge.

Employees are instructed to immediately report anyone not wearing a visitor badge.

Photographs and Cameras

Visitors are not permitted to take photographs inside of Pediatric Care Specialists, unless discussed and previously approved by management.

Information Disclosure

All patients have the right to privacy. Visitors should not request information that does not pertain to their visit or the work being performed and shall not discuss any confidential information seen or heard, within or outside of the practice. A breach in trust can lead to civil proceedings as well as immediate removal and termination of service.

Exit Inspection

Visitors may be subject to a brief search of their laptop bags or other totes as they exit the premise. Permission for this search is granted by this Visitor signature on the Visitor Agreement Form.

Network or System Access

Consultants or other Visitors that require internet network access will need permission from the Practice Manager who will arrange temporary access and will ensure access is revoked following the departure of the visitor. Visitor access will be monitored at all times.

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