

Speech Therapy 4 Kids

Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

Speech Therapy 4 Kids uses health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. Your health information is contained in a medical record that is the physical property of Speech Therapy 4 Kids.

How Speech Therapy 4 Kids may use or disclose your health information.

We may use or disclose your medical information only as described in this section

For treatment: Speech Therapy 4 Kids may use and disclose your health information to provide you with medical treatment or services. We may disclose medical information about you to other healthcare providers (e.g., physician, nurse, therapist) who are involved in your care.

For payment: Speech Therapy 4 Kids may use and disclose your health information to others (e.g., an insurance company, a third-party payer, a state or federal program) for purposes of receiving payment for treatment and services that you received, to obtain a preauthorization for treatment and services that you wish to receive, and/or to determine if treatment or services will be covered. The information may include information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment.

For health care operations: Speech Therapy 4 Kids may use and disclose health information about you to help ensure all of our clients receive the best possible care. We may use your health information to assess and evaluate the performance of our staff, quality of care and outcomes, learn how to improve our center and services, and continue to improve the quality and effectiveness of the care we provide.

Business Associates: Speech Therapy 4 Kids may use and disclose health information about you to companies we contract or work with to perform services on behalf of Speech Therapy 4 Kids. These "Business Associates" are also required to comply with federal law that regulates your medical information privacy.

Appointment: Speech Therapy 4 Kids may use your information to provide appointment reminders. We may leave a message on an automated answering device, with a person answering the phone, by email, or through a secure messaging portal for the purposes of scheduling appointments. No personal health information will be disclosed during this recording or message other than the date and time of your scheduled appointment along with a request to call our office if you need to cancel or reschedule your appointment.

Public areas: On occasion patient information is discussed in an open area. Every reasonable effort will be taken to maintain patient privacy; however, some patient information may be overheard by

others in the area. Please let your therapist know if you are uncomfortable with discussing information in a particular place and would like to move to another location.

Required by Law: Speech Therapy 4 Kids may use and disclose information about you as required by law.

Required by Military Authority: Speech Therapy 4 Kids may use and disclose health information about you as required by military authorities for branches of the Armed Forces that you are involved in.

Public Health: Speech Therapy 4 Kids may use and disclose health information about you for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, or disability, or for other health oversight activities.

Health and Safety: Speech Therapy 4 Kids may use and disclose health information about you due to a serious threat to the health or safety of you or any other person.

Other Uses: Speech Therapy 4 Kids may use and disclose health information about you for reasons not listed above only with your written authorization. You have the right to revoke the authorization. Speech Therapy 4 Kids cannot take back disclosures made while the authorization was active.

Your Rights

You have the right to:

Obtain a paper copy of the notice of privacy practices upon request. An electronic copy of this notice can be found at our website www.st4kids.com or a request for a paper copy can be made by calling 214-444-9627 or in writing and mailed to:

Speech Therapy 4 Kids
2221 Justin Rd. Ste 119-118
Flower Mound, TX 75028

Request restrictions on use and disclosure of your information. This request should be made in writing and must state the information you wish to limit, to whom you want the limit to apply, the special circumstances that support your request for the limit, and if the limit would affect payment and how you would handle payment.

Confidential Communications by a method or location that you prefer. This request should be made in writing and include the method and/or desired location, why you require this method and/or location, and if this method and/or location would affect payment and how you would handle payment.

Inspect and Obtain a copy of your health record. In most cases you have the right to review and copy your medical information. This request must be made in writing. If your request is denied you have the right to have the denial reviewed. You may be charged a reasonable fee for requested copies of your health information.

Request an Amendment to information that you feel is incorrect or incomplete. This request must be made in writing and you must provide appropriate documentation and/or information supporting

the amendment. If your request is denied you will be provided a reason and you have the right to appeal the denial.

Request an Accounting of Disclosures of your health information that has been made by Speech Therapy 4 Kids and its Business Associates. This request must be made in writing and state the dates in which the disclosure is to include. You may not request dates more than 6 years prior to the date of the request. You may not request more than one list in a 12-month period. You may be charged a reasonable fee for the list of disclosures. We are not required to list disclosures for the following: treatment, payment, health care operations, public health activities, you, individuals involved in your health care, authorized local/federal/military law enforcement officials, health enforcement agencies, that occur incidentally with other permissible uses and disclosures, made under your written authorization.

Make a Complaint to Speech Therapy 4 Kids and the Department of Health and Human Services if you believe your privacy rights have been violated. Speech Therapy 4 Kids, its staff, and Business Associates will not retaliate against you for filing a complaint.

Office for Civil Rights

U.S. Department of Health and Human Services

1301 Young Street, Suite 1169

Dallas, Texas 75202

Voice Phone (800) 368-1019

FAX (214) 767-0432

TDD (800) 537-7697

Notifications of Breach in the event that your information has been shared or obtained in a manner not approved in this document. If a breach occurs, you will be notified via a written or electronic notice as required by federal law. Speech Therapy 4 Kids makes every reasonable effort to abide by the terms listed in this document to protect and secure your health information.

Speech Therapy 4 Kids has the right to change its information practices and to make the new provisions effective for all protected health information we maintain.