

## Notice of Privacy Practices

*THIS NOTICE DESCRIBES HOW YOUR CHILD'S CONFIDENTIAL HEALTH AND FAMILY'S PERSONAL INFORMATION MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.*

*THIS NOTICE IS PROVIDED IN ACCORDANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA).*

*THE PRIVACY OF YOUR FAMILY'S HEALTH AND PERSONAL INFORMATION IS IMPORTANT TO ALL EMPLOYEES, BUSINESS OPERATIONS AND CLINICAL SUBCONTRACTORS AT SPEECH PATHS, INC.*

***PLEASE REVIEW THIS DOCUMENT CAREFULLY.***

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### Our Legal Duty

Employees, business operations and clinical subcontractors of Speech Paths, Inc. are required by federal and state law to maintain the privacy of your child's confidential health care and family's personal information. We are required also to give you this notice about our privacy practices, our legal duties and your rights concerning your child's confidential health and family's personal information. Our employees, business operations and clinical subcontractors must follow the privacy practices that are described in this notice. This notice takes effect on March 1, 2005, and will remain in effect until we replace it.

Speech Paths, Inc. reserves the right to change our privacy practices and the terms of the Notice at any time, provided such changes are permitted by applicable law. Changes in our notice will be effective for all of your child's confidential health and family's personal information, including information we create or receive. If we change the privacy practices and the terms of the notice at any time, you will be provided a copy of the new notice. This information is also posted on our website at [www.speechpathsinc.com](http://www.speechpathsinc.com).

You may request a copy of our notice at any time. For more information about our privacy practices or for additional copies of this notice, please contact our office using the information listed at the end of this notice.

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### Uses and Disclosures of Health Information

Speech Paths, Inc. uses and discloses your child's confidential health and family's personal information for treatment and payment. For example:

**Treatment:** Employees, business operations or clinical subcontractors of Speech Paths, Inc. may use or disclose your child's confidential health and family's personal information to a physician, therapists, other healthcare provider or educators treating your child.

**Payment:** Employees, business operations and clinical subcontractors of Speech Paths, Inc. may use or disclose your family and child's private, confidential health and personal information to obtain payment for services we provide to your child.

**Your Authorization:** In addition to Speech Paths, Inc.'s use of your child's confidential health and family's personal information for treatment and payment, you may give written authorization to use this

information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use of disclosures permitted by your authorization while it was in effect.

**To Your Family and Friends:** Employees, business operations and clinical subcontractors of Speech Paths, Inc may disclose your child's confidential health and family's personal information to another family member, friend, paid assistant (e.g., nanny, tutor) or other person to the extent necessary to help with your child's treatment or with payment for services, *but only if you agree that we may do so.*

If another family member, friend or paid assistant is present in your home during our treatment session, it is considered consent that you allow knowledge of our treatment of your child. When these individuals are present during or following a treatment session they may have access to otherwise protected information. If you do not wish others to have knowledge about or witness our treatment session with your child please direct us to a private location in your home or another location you deem appropriate.

If you wish for us to consult or train another member of your family, friend or paid assistant in matters related to our services to your child, that individual must be identified by name on the Speech Paths, Inc. Release of Information Form.

If an employee or clinical subcontractor of Speech Paths, Inc. encounters you or your child in a social situation, either by coincidence or by choice, we will not acknowledge how we are acquainted unless you disclose the nature of our relationship through introduction, etc. It is our preference to discuss matters of your child's treatment only during our treatment sessions and in a private setting where can ensure important information is noted in your child's treatment notes.

**Persons Involved In Care:** You, your spouse or other designated care provider must remain at the location where your child is being evaluated or treated by an employee or clinical subcontractor of Speech Paths, Inc. The presence of teachers or administrative staff on site in a public or private school or daycare facility also meets this requirement.

**Marketing Health-Related Services:** Speech Paths, Inc. will not use your child's photograph or identifying information for marketing communications without your written authorization.

**Required by Law:** Speech Paths, Inc. employees, business operations and clinical subcontractors may use or disclose your child's confidential health and family's personal information when we are required to do so by law.

**Abuse or Neglect:** Speech Paths, Inc. employees, business operations and clinical subcontractors comply with mandatory reporting requirements to notify appropriate authorities if we reasonably believe that either you or your child are possible victims of abuse, neglect or domestic violence or the possible victim of other crimes. We may disclose your child's confidential health and family's personal information to the extent necessary to avert a serious threat to you or your child's health or safety or the health or safety of others.

**Business Correspondence:** Speech Paths, Inc. Employees, business operations or clinical subcontractors may use or disclose your child's confidential health information to provide you with appointment reminders, billing or other management needs by voicemail, email or letters.

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### **Protection of Private, Confidential Health and Personal Information**

**Transfer of Information:** Verbal consultation with you or other individuals whom you have identified on the Speech Paths, Inc. Release of Information form or other written authorization, may occur by in a private area by phone or in person.

Documents created by Speech Paths, Inc. employees, business operations and clinical subcontractors for clinical management purposes, such as diagnostic evaluations, treatment progress notes, etc., may be forwarded to the individuals and agencies listed on the Speech Paths, Inc. Release of Information Form or other form of written authorization. Documents are transferred by mail or fax. All faxes include a cover letter notifying the recipient of the HIPAA privacy regulations.

Speech Paths Inc. employees, business operations or clinical subcontractors do not send documents, including diagnostic evaluations, progress reports or treatment notes via email. However, consultation with you or anyone for whom you have provided written consent may occur via email as long as the child is referenced by first name or initials only. When deemed appropriate by your child's therapist or individual involved in business operations, copies of email messages (in their entirety) may be stored in your child's record.

**In office Security:** Speech Paths, Inc. employees, business operations and clinical subcontractors are obligated to secure all of your child's confidential health and family's personal information at all times. Your child's confidential health information is kept in a chart in a file cabinet in the Speech Paths, Inc. office. Access to this office is limited to employees, supervised guests, business operations and clinical subcontractors.

All computers in the Speech Paths, Inc. main office are protected by passwords to ensure authorized access to your child's confidential health and family's personal information. This information is removed from all computers no longer used for business purposes.

**"Field" Security:** Employees, business operations and clinical subcontractors of Speech Paths, Inc. are instructed to maintain your child's confidential health information, including diagnostic, progress reports and treatment notes generated in our service, in a secure location. When working in the field, employees, business and clinical subcontractors of Speech Paths, Inc. are instructed to create treatment notes and other documents needed for treatment in the field that identify the child by first name (possibly last initial) only. If documents with your child's confidential health and family's personal information are required for work in the field, employees, business operations and clinical subcontractors are instructed to store them in a locked briefcase or secure alternative.

Employees, business operations and clinical subcontractors of Speech Paths, Inc. may store your family's personal contact information in a cellular phone and/or personal digital assistant (PDA) that must remain in their personal possession at all times.

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## Patient Rights

**Access:** You have the right to review or obtain copies of your child's health information, with limited exceptions. Speech Paths, Inc. will provide only documents that are generated by our Employees, business operations or clinical subcontractors involved in your child's care. You must request copies of reports and documents created by other healthcare and related providers from the source. You may make a verbal or written request to obtain access to your child's health information using the contact information listed at the end of this notice. Documents created for the purposes of evaluating or treating your child's speech, language, feeding, and related needs are included in our fee structure. You may contact our office using the information listed at the end of this notice for a full explanation of our fee structure.

**Restriction:** You have the right to request that we place additional restrictions of our use or disclosure of your child's confidential health and family's personal information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

**Alternative Communication:** You have the right to request that we communicate with you about your child's health information by alternative means or alternative locations. You must make your request in

writing. Your request must specify the alternative means or location, and provide satisfactory explanation of how payments will be handled for any additional expense incurred by Speech Paths, Inc. to meet your alternative means or location request.

**Amendment:** You have the right to request that we amend you child's health information as it is represented by Speech Paths, Inc. documents. Your request must be in writing and it must explain why the information should be amended. We may deny you request under certain circumstances.

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### Questions or Complaints

If you want more information about Speech Paths, Inc. privacy practices or have questions or concerns regarding this notice, please contact our office using the information listed at the end of this notice.

If you are concerned that any employee, business operations or clinical subcontractor of Speech Paths, Inc. may have violated your privacy rights, if you disagree with a decision about access to your child's health information, have concerns about a response to a request you made to amend or restrict the use or disclosure of your child's confidential health and family's personal information, or to have questions about how to communicate with alternative means or at alternative locations, you may contact Speech Paths, Inc. using the contact information listed at the end of this notice. You also may submit a written complaint to the U.S. Department of Health and Human Services.

Employees, business operations and clinical subcontractors Speech Paths, Inc. support your right to the privacy of your child's confidential health and family's personal information. Employees, business operations and clinical subcontractors of Speech Paths, Inc. will be sanctioned if found in violation of our privacy practices as stated in this notice. We will not retaliate in any way if you choose to file a complaint with this practice or with the U.S. Department of Health and Human Services.

Contact Officer: XXXXXX  
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                          XXXXXX  
Telephone:      XXXXXX  
Fax:              XXXXXX  
Email:           XXXXXX  
Address:        XXXXXX  
                          XXXXXX