

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Briggs and Associates, APSLPC is required, by law, to maintain the privacy and confidentiality of your child's protected health information and to provide our patients with notice of our legal duties and privacy practices with respect to your child's protected health information.

Disclosure of Your Child's Health Care Information

Treatment

We may disclose your child's health care information to other healthcare professionals for the purpose of treatment, payment or healthcare operations.

On occasion, it may be necessary to seek consultation regarding your child's condition from other health care providers associated with Briggs and Associates, APSLPC

It is our policy to provide a substitute therapist, employed by or contracted with Briggs and Associates, APSLPC to provide assessment and/or treatment to our patients. We will give you advanced notice, in the event your child's therapist is absent due to vacation, sickness, or an emergency situation.

Payment

We may disclose your child's health information to your insurance provider for the purpose of payment or health care operations.

As a courtesy to our families, we will provide your insurance carrier support documents as requested in writing from them. This usually includes Statement of Need, Progress Report, Discharge Report and daily notes for specific dates of service. If you pay for your child's health care services personally, we will, as a courtesy, provide you with an itemized bill for your insurance carrier for the purpose of reimbursement to you. The billing statement contains medical information, including diagnosis, date of injury or condition, and codes which describe the health care services received.

Emergencies

We may disclose your child's health information to notify or assist in notifying a family member, or another person responsible for your child's care about your child's medical condition or in the event of an emergency or of your child's death.

Scheduling

We may contact you to schedule, confirm, or change appointments. See the example below:

We may call your home or work prior to your child's scheduled appointment to remind you of your child's appointment time. If you are not at home or at work, we leave a reminder message on your voice mail or with the person answering the phone. No personal health information will be disclosed during this recording or message other than the date and time of your child's scheduled appointment along with a request to call our office to confirm, cancel, or reschedule.

Videotaping

From time to time we may videotape you or your child in a speech-language therapy session. These tapes will be used only for training, consultation, and staffing purposes. Where reference to a particular patient is necessary, only first names or fictitious names will be used.

Public Health

As required by law, we may disclose your child's health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medications, and reporting disease or infection exposure.

Judicial and Administrative Proceedings.

We may disclose your child's health information in the course of any administrative or judicial proceeding.

Law Enforcement.

We may disclose your child's health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena, and other law enforcement purposes.

Deceased Persons.

We may disclose your child's health information to coroners or medical examiners.

Research.

We may disclose your child's health information (without any identifying information) to researchers conducting research that has been approved by an Institutional Review Board.

Public Safety.

It may be necessary to disclose your child's health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

Specialized Government Agencies.

We may disclose your child's health information for military, national security, prisoner and government benefits purposes.

Change of Ownership.

In the event that Briggs and Associates, APSLPC is sold or merged with another organization, your child's health information/record will become the property of the new owner.

Your Health Information Rights

- You have the right to request restrictions on certain uses and disclosures of your child's health information. Please be advised, however, that Briggs and Associates, APSLPC is not required to agree to the restriction that you requested.

- You have the right to have your child's health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect and copy your child's health information. A 7-day notice is required and a \$25.00 fee will be charged for one copy of your child's health information.
- You have a right to request that Briggs and Associates, APSLPC amend your child's protected health information. Please be advised, however, that Briggs and Associates, APSLPC is not required to agree to amend your child's protected health information. If your request to amend your child's health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have a right to receive an accounting of disclosures of your child's protected health information made by Briggs and Associates, APSLPC.
- You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

Changes to this Notice of Privacy Practices

Briggs and Associates, APSLPC reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Briggs and Associates, APSLPC is required by law to comply with this Notice.

Briggs and Associates, APSLPC is required by law to maintain the privacy of your child's health information and to provide you with notice of its legal duties and privacy practices with respect to your child's health information. If you have questions about any part of this notice or if you want more information about your child's privacy rights, please contact: Margaret H. Briggs, Ph.D. by calling this office at (626) 793-0937. If Dr. Briggs is not available, you may make an appointment for a conference in person or by telephone within 2 working days.

Complaints

Complaints about your child's Privacy rights, or how Briggs and Associates, APSLPC has handled your child's health information should be directed to Margaret H. Briggs, Ph.D., by calling this office at (626) 793-0937. If Dr. Briggs is not available, you may make an appointment for a conference in person or by telephone within 2 working days.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, DC 20201