



HIPAA Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Federal law requires us to protect the privacy of your protected health information (PHI), provide you with this Notice of Privacy Practices, and follow the terms of the Notice currently in effect. PHI is information about you, including demographic information, that may identify you and relates to your past, present, or future physical or mental health, the health care services you receive, or payment for those services. If you have questions about this Notice or would like more information about our privacy practices, please contact Debbie Jones at (703) 435-0488 or debbie@clearlyspeakingtherapy.com

I. How we may use or share your health information. We are committed to protecting the privacy of your health information. The law permits us to use or share your health information for the following purposes:

1. *Treatment.* We may use or disclose your PHI to provide, coordinate, or manage your speech-language pathology services. This may include communicating with your physician, other health care providers, school personnel (when appropriate), or other professionals involved in your care.
2. *Payment.* We may use or disclose your PHI as necessary to bill and collect payment for the services we provide. This may include preparing invoices or statements, processing payments, or providing documentation you request for reimbursement from your health plan.
3. *Health Care Operations.* We may use or disclose your PHI as necessary to operate and manage our practice. This may include quality improvement activities, maintaining your records, complying with legal and regulatory requirements, or working with trusted business associates such as our accountant, attorney, information technology providers, or other professionals who assist in operating our practice. These individuals and companies are required to protect the privacy of your PHI.
4. *Notification and Communication with Family.* With your permission, or when otherwise permitted or required by law, we may share relevant information with a parent, legal guardian, family member, caregiver, or another person you identify as being involved in your care or payment for your care. If you are unable to make or communicate your preferences, we may use our professional judgment to determine whether sharing information is in your best interest.
5. *Required by law and Public Health.* We may use or disclose your PHI when required or permitted by federal or state law. Examples include reporting suspected child abuse or neglect, responding to court orders or subpoenas, complying with certain law enforcement requests, or reporting information to public health authorities when required by law.
6. *Appointment Reminders & Electronic Communications.* We may contact you by telephone, email, text message, or other agreed-upon methods regarding appointments, scheduling, billing, statements, forms, reports, and other matters related to your care. While we use reasonable safeguards to protect your information, electronic communication may not always be completely secure. If you prefer another reasonable method of communication, please notify us in writing.
7. *Other Uses and Disclosures.* Any use or disclosure of your PHI not described in this Notice will be made only with your written authorization unless otherwise permitted or required by law. You may revoke your authorization at any time in writing, except to the extent we have already acted in reliance on your authorization.

II. Your Health Information Rights

1. *You have the right to request a limit on certain uses and releases of your health information.* We will consider your request, but are not required to accept it. These requests must be in writing and submitted to Debbie Jones.
2. *You have the right to request that we communicate with you in a specific way or at a specific location.* For example, you may ask us to contact you at a different phone number, email address, or mailing address. We will accommodate reasonable requests whenever possible. Requests must be made in writing.
3. *You have the right to inspect and obtain a copy of your health information, with limited exceptions as permitted by law.* Requests must be made in writing.
4. *You have a right to request that we correct or update information that is incorrect or incomplete.* We are not required to change your health information. If we deny your request, we will provide you with information about our denial and how you can disagree with the denial. These requests must be in writing.
5. *You have the right to request a list of certain disclosures of your PHI that we have made, as required by law.* This right does not apply to disclosures made for treatment, payment, health care operations, or certain other disclosures permitted by HIPAA. Requests must be made in writing.
6. *You have the right to get a paper copy of this Notice of Privacy Practices.* You may request a copy of this notice at any time.

III. Changes to this Notice of Privacy Practices

We reserve the right to change this Notice of Privacy Practices at any time. Any revised Notice will apply to the PHI we already maintain, as well as any information we receive in the future. The current version of this Notice will be available upon request and, if applicable, on our website.

IV. Other Uses and Disclosures

Any use or disclosure of your PHI not described in this Notice will be made only with your written authorization unless otherwise permitted or required by law. You may revoke your authorization at any time by providing written notice, except to the extent we have already acted in reliance on your authorization.

V. Complaints

If you believe your privacy rights have been violated, you may file a complaint with Clearly Speaking Therapy or with the Secretary of the U.S. Department of Health and Human Services. To file a complaint with Clearly Speaking Therapy, please contact Debbie Jones at (703) 435-0488 or debbie@clearlyspeakingtherapy.com. You will not be retaliated against for filing a complaint.