1/29/12

**Notice of Privacy Practice**

This Notice of Privacy Practices is provided to you as a requirement of the Health Portability and Accountability Act. (HIPAA). It describes how I may use or disclose your/or your child's protected health information, with whom that information my be shared, and the safeguards I have in place to protect it. This notice also describes your rights to access and or refuse the release of specific information outside of this system except when the release is required or authorized by law or regulation.

**Acknowledgement of Receipt of this Notice**

You will be asked to provide a signed acknowledgment of receipt of this notice. The intent is to make you aware of the possible uses and disclosers of your/your child's protected health information and your privacy rights. The delivery of your/or your child's health care services will in no way be conditioned upon your signed acknowledgment.

**Who will Follow this Notice**

This notice applies to all therapy services provided by Jeremiah Corbo. It also applies to office personnel and billing personnel.

**Our Responsibility Regarding Protected Health Information**

Your/Your child's protected health information' is individually identifiable health information. This includes demographics such as age, address, email address, phone number, and relates to your/your child's past, present, or future physical or mental health or condition and related health care services. We are required by law to do the following:

1. Make sure that your/your child's protected health information is kept private.
2. Give you this notice of our legal duties and privacy practices related to the use and disclosures of your/your child's protected health information.
3. Follow the terms of the notice currently in effect.
4. Communicate any changes in the notice to you.

We reserve the right to change this notice. It's effective date is at the top of the first page and at the bottom of the last page. We reserve the right to make the revised or changed notice effective for health information we already have about you/your child as well as any information received in the future. You may obtain a Notice of Privacy Practices by calling the phone number above.

**Our System**

Jeremiah Corbo works with several agencies and referral sources. Your/Your child's health information will be shared in the following manner:

* Treatment- Jeremiah Corbo will use and disclose your/your child's protected health information to provide, coordinate, or manage your/your child's health care and any related services. This includes

disclosure to your/your child's physician or other health care providers who become involved in your/your child's care.

* Within Jeremiah Corbo's office for administrative activities, quality assessment, oversight and peer review.
* With Jeremiah Corbo's billing personnel and as necessary to obtain payment for your/your child's health care services.
* With your/your child's insurance company or other payers as required for payment.
* With the referring agency and case manager, if applicable.
* With any other provider, or agency with your written request. You may request written or verbal information sharing in writing.

**Required by Law**

Jeremiah Corbo may use or disclose your/your child's protected health information in law or regulation that required the use or disclosure.

Jeremiah Corbo will notify the appropriate government authority if I believe a patient has been the victim of abuse, neglect, or domestic violence.

**Health Oversight**

Jeremiah Corbo may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. These health oversight agencies might include government agencies that oversee the health care system, government benefit programs, other government regulatory program, and civil rights laws.

**Legal Proceedings**

Jeremiah Corbo may disclose protected health information during any judicial or administrative proceeding, in response to a court order or administrative tribunal (if such a disclosure is expressly authorized), and in certain conditions in response to a subpoena, discovery request, or other lawful process.

**Parental Access**

Jeremiah Corbo may disclose your child's protected information to parents, guardians and persons acting in similar legal status.

**Uses and Disclosures of Protected Health Information Requiring Your Permission**

In some circumstances, you have the opportunity to agree or object to the use or disclosure of all or part of your/your child's protected health information.

Since this service is provided in your home or other natural environments, those present during the session, including friends, family, or day care providers may hear health information regarding you/your child. Please notify your therapist if you do not want your/your child's protected health information to be discussed.

**Your/Your Rights Regarding Your/Your Child’s Health Information**

You may exercise the following rights by submitting a written request to Jeremiah Corbo.

1. You may inspect and obtain a copy of your/your child’s protected health information that is kept as a part of medical and billing records.
2. You may ask me not to use or disclose any part of your/your child’s health information for treatment, payment, or health care operations. Your request must be made in writing. This request will be honored if we mutually agree that the restriction will not harm you/your child.
3. You may request that I communicate with you using alternative means or at an alternative location. Jeremiah Corbo will not ask you the reason for request. Jeremiah Corbo will accommodate reasonable requests, when possible.

DATE \@ "M/d/yy" 2/2/12

1. If you believe that the information that Jeremiah Corbo has about you/your child is incorrect or incomplete, you may request an amendment to your/your child’s protected health information as long as Jeremiah Corbo is responsible for and maintains the information. While Jeremiah Corbo will accept requests for amendment, We are not required to agree to the amendment.
2. You may request that Jeremiah Corbo provides you with an accounting of the disclosures we have made of your/your child’s protected health information. THis right applies to disclosures made for purposes other than treatment, payment, or health care operations as described in this Notice of Privacy Practices. This disclosure must have been made after April 21, 2010, and no more than six years from the date of request. The right excludes disclosures made to you or authorized by you, to family members or friends involved in your/your child’s care, or for notification. The right to receive this information is subject to additional exceptions, restrictions, and limitations as described earlier in this notice.

**Federal Privacy Laws**

This Notice of Privacy Practices is provided to you as a requirement of the Health Insurance Portability and Accountability Act (HIPAA). There are several other privacy laws that also apply including the Freedom of Information Act and the Privacy Act. These laws have been taken into consideration in developing policies and this notice of how I will use and disclose your child’s protected information.

**Complaints**

If you believe these privacy right s have been violated, you may file a written complaint with the Department of Health and Human Services. No Retaliation will occur against your for filing a complaint.

**This notice is effective in its entirety as of 2/2/2012**