

Notice of Childhood Speech & Language Privacy Practices

Revised Date: January 1, 2006

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

Childhood Speech & Language (CSL) is required by law to maintain the privacy of protected health information, give you a notice of our legal duties and privacy practices regarding health information about your child, and follow the terms of this notice that is in effect as of 11/18/05.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION:

Treatment. We will use health information to provide treatment to your child. This includes use and disclosure of health information among CSL staff as it relates to your child's treatment. In addition, with your written consent, we may disclose health information to your child's doctors, or other personnel who are involved in your child's medical care.

Payment. With your authorization, we may disclose health information so that we or others may bill and receive payment from you, an insurance company, or a third party for the treatment and services your child received. For example, we may provide your health plan with information including diagnosis, procedures performed, progress, goals or recommended care, so they will pay for your child's treatment. These disclosures include the minimum necessary information required for payment and may consist of third party reports.

Routine Operations. We may use your child's health and education information to carry out routine operations for CSL, which may include the disclosure of information to persons with a legitimate educational interest. Such persons may include, but are not limited to, those employed at CSL and those businesses with whom we contract (such as lawyers, tech help, etc.). These uses and disclosures are necessary to make sure that all of our clients receive quality care and to operate and manage CSL.

OTHER USES AND DISCLOSURES

We may also use or disclose your child's information to meet special reporting requirements, for public health reasons, or for other purposes. Such disclosures permitted by law that do not require your written consent include:

- Family and friends involved in your child's care or payment.
- Disclosures to public health authorities to prevent or control disease.
- Disclosures to public authorities as part of a report of child abuse, neglect or domestic violence.

- Data for health or educational oversight activities, such as audits, investigations or inspections.
- To avert a serious threat to health or safety or to prevent serious harm to an individual.
- To secure emergency medical treatment for your child in the event of an accident or injury.
- Participation in a qualifying research project.
- As required by law, such as for law enforcement or in response to a lawful subpoena or court order.
- Coroners or medical examiners, as necessary, to carry out their duties.
- To provide you with information about treatment alternatives or new health-related services that may be of interest to you.
- Appointment reminders.

All other uses and disclosures will be made **ONLY** with your written authorization, which you have the right to revoke in most cases.

YOUR RIGHTS

You have the following rights regarding health and educational information we have about your child:

Right to Inspect and Copy. You have a right to inspect and copy health information that may be used to make decisions about your child's care or payment for your child's care. This includes medical and billing records. To inspect a copy of this health information, you must make a request in writing.

Right to Amend. If you feel that the health or education information we have is inaccurate or misleading, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for CSL. To request an amendment, you must make a request in writing. We are not required to agree to the amendment.

Right to an Accounting of Disclosures. You have the right to request a list of certain disclosures and a record of access regarding your child's health and education information. The list does not include disclosures we made directly to you, friends or family members, disclosures you authorized in writing, disclosures to third party payers or disclosures related to our daily business operations. To request an accounting of disclosures, you must make a request in writing.

Right to Request Restrictions. You have the right to request a restriction or limitation on the health information we use or disclose. You also have the right to request a limit on the health information we disclose to someone involved in your child's care or the payment for your child's care, like a family member or friend. To request a restriction, you must make a request in writing. We are not required to agree to your request. If we

agree, we will comply with your request unless the information is needed to provide your child with emergency treatment.

Right to Request Confidential Communication. You have the right to request that we communicate with you in a certain way or at a certain location. For example, you can ask that we contact you only by email or at work.

CHANGES TO THIS NOTICE

We reserve the right to change this notice. The new notice will apply to health and education information we already have, as well as any information we receive in the future. We will give all current clients a copy of any updated privacy notice. The notice will contain the effective date on the first page.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with CSL.

To file a complaint with CSL, contact:

Ryan J. Conley
Childhood Speech & Language
2775 152nd Ave NE
Redmond, WA 98052

All complaints must be made in writing. You will not be penalized for filing a complaint.

*This notice is effective in its entirety as revised on
January 1, 2006.*