

HIPAA NOTICE OF PRIVACY PRACTICES

Communicate to Connect Therapy,
LLC

Notice of Privacy Practices:

This notice describes how your medical information may be used and disclosed and how you can get access to this information. Please review it carefully.

It is my policy to keep your health information safe. Your health information is contained in a medical record that is the physical property of Communicate to Connect therapy, LLC.

Disclosure of your health care information:

Treatment: Your health information may be used to provide you with medical treatment or services. This information is necessary for health care providers to determine what treatment you should receive. Healthcare providers will also record actions taken by them in the course of your treatment and note how you respond to the actions. If you are enrolled in the program, Babies Can't Wait this information will be shared with the local Babies Can't Wait office.

Payment: I may use and disclose your health information to others for the purpose of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a third party payer, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment.

Public Health: As required by law, I may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, reporting child abuse or

neglect, reporting domestic violence, and reporting disease or infection exposure.

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

Specialized Government Agencies: We may disclose your health information for government benefit purposes.

Healthcare Operations: I may use or disclose, as needed, your protected health information in order to support the business activities of my practice. For example, I may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment. Except as required by law, any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and I am required to honor and abide by that written request, except to the extent that I have already taken actions relying on your authorization.

Your Health Information Rights:

You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that your health provider is not required to agree to the restriction that you requested.

You have the right to have your health information received or communicated through alternative methods 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 health information.

You have the right to request that your health record be amended.

You have the right to receive an accounting of disclosures of your protected health information made by me.

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: I reserve the right to change 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 change is made, I am required by law to comply with this Notice.

Obligation of Communicate to Connect

Therapy, LLC: I am required by law to maintain the privacy of your health information and to provide you with notice of my legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice, or if you want more information about your privacy rights, please contact Nakita Gibbs, owner and privacy officer. You may review HIPAA guidelines at <http://www.hhs.gov/ocr/privacy/>

Complaints:

Any complaints about your privacy rights, or how I have handled your health information should be directed to Nakita Gibbs, owner and privacy officer, by calling (561) 209-4211.

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.
Washington, D.C. 20201

I will not retaliate against you for filing a complaint.

This notice was published and becomes effective on January 10, 2012.