

**NOTICE OF PRIVACY PRACTICES****Effective Date: January 1, 2026**

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

**OUR LEGAL DUTY**

Capable Kids, LLC ("Capable Kids," "we," "our") is required by law to:

- Maintain the privacy and security of your Protected Health Information (PHI)
- Provide you with this Notice of our legal duties and privacy practices
- Follow the terms of this Notice currently in effect
- Notify you following a breach of unsecured PHI

This Notice complies with the Health Insurance Portability and Accountability Act (HIPAA), the HITECH Act, and applicable Pennsylvania state law.

**HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION**

We may use and disclose your PHI **without your written authorization** for the following purposes:

**1. Treatment**

We may use and share your information to provide, coordinate, or manage your therapy services, including:

- Occupational therapy
- Physical therapy
- Speech-language therapy
- Evaluations and re-evaluations
- IEP-related services
- Consultations with physicians, school personnel, and other healthcare providers

If your child receives services in a school setting, we may share relevant information with authorized school personnel as permitted by law and contract.

**2. Payment**

We may use and disclose your PHI to obtain payment for services, including:

- Billing insurance companies, Medicaid, or other payers
- Verifying eligibility
- Prior authorization requests
- Collection activities

If you pay out-of-pocket in full for a service and request that we not disclose information to your health plan for that service, we will honor that request as required by law.

**3. Health Care Operations**

We may use PHI for operational purposes, including:

- Quality improvement
- Staff training
- Compliance reviews
- Licensing and accreditation
- Business planning
- Legal and audit activities

We apply the **minimum necessary standard**, meaning we limit PHI use and disclosure to only what is necessary for the purpose.

We may share your Protected Health Information with third-party "Business Associates" who perform services on our behalf, such as electronic medical record providers, billing services, IT vendors, consultants, and telehealth platform providers. These Business Associates are required by law and contract to safeguard your information and may use it only for the purposes for which it was disclosed.

**OTHER PERMITTED OR REQUIRED DISCLOSURES**

We may disclose PHI without authorization when required or permitted by law, including:

- Public health reporting
- Abuse or neglect reporting
- Health oversight activities
- Judicial or administrative proceedings
- Law enforcement requests
- Workers' compensation claims
- Serious threats to health or safety

**SCHOOL-BASED SERVICES**

When providing services within school districts:

- We operate as a healthcare provider and/or contracted service provider.
- PHI may be shared with authorized school personnel involved in your child's educational program.
- When records are maintained by a school district as part of a student's educational record, those records may be protected under the Family Educational Rights and Privacy Act (FERPA). When records are maintained by Capable Kids, LLC as a healthcare provider, they remain protected under HIPAA. We comply with applicable federal and state privacy laws governing both healthcare and educational records.

**TELEHEALTH SERVICES**

Capable Kids may provide therapy services through secure telehealth platforms.

We utilize secure, HIPAA-compliant telehealth platforms and enter into Business Associate Agreements with vendors where required by law.

Telehealth involves:

- Electronic communication
- Real-time audio and/or video
- Remote documentation

While we use HIPAA-compliant platforms and safeguards, no system is completely risk-free.

By participating in telehealth services, you acknowledge:

- Electronic communication may involve inherent privacy risks
- You have the right to request in-person services when available

## TEXT MESSAGING & ELECTRONIC COMMUNICATION

We may use text messages, email, or electronic communication for:

- Appointment reminders
- Schedule changes
- Billing notifications
- General service updates

Important Information:

- Text messaging is not fully secure.
- We minimize sensitive PHI in text messages.
- Standard message and data rates may apply.
- You may opt out at any time by replying "STOP" or contacting our office.
- Consent to receive texts is not a condition of receiving treatment.

You may revoke your consent to receive electronic communications at any time by notifying our office in writing.

## USES REQUIRING YOUR WRITTEN AUTHORIZATION

We will obtain your written authorization for:

- Marketing communications that involve your PHI
- Sale of PHI (we do not sell PHI)
- Most uses of psychotherapy notes (if applicable)

You may revoke authorization in writing at any time.

Any other uses and disclosures of Protected Health Information not described in this Notice will be made only with your written authorization.

## FUNDRAISING COMMUNICATIONS

We may contact you regarding fundraising activities that support our mission.

You have the right to opt out of receiving fundraising communications.

## YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

You have the right to:

### 1. Access

Inspect and obtain a copy of your records (45 CFR §164.524).

### 2. Amend

Request correction of inaccurate or incomplete records (45 CFR §164.526).

### 3. Accounting of Disclosures

Receive a list of certain disclosures made in the past six years (45 CFR §164.528).

## 4. Request Restrictions

Request limits on how we use or disclose your PHI (45 CFR §164.522).

## 5. Confidential Communications

Request communication by alternative means or locations.

## 6. Paper Copy

Obtain a paper copy of this Notice upon request. We may charge a reasonable, cost-based fee for copies of records as permitted by law.

## PENNSYLVANIA-SPECIFIC CONSIDERATIONS

In addition to federal law, Pennsylvania law provides additional privacy protections for certain records, including:

- Mental health treatment records
- Substance use disorder treatment records
- Minor consent situations under state law

Where state law is more protective than federal law, we follow Pennsylvania law.

## OUR RESPONSIBILITIES

We are required to:

- Maintain the privacy of PHI
- Provide this Notice
- Abide by the terms currently in effect
- Notify you of a breach of unsecured PHI
- Accommodate reasonable requests

We reserve the right to change this Notice and make new provisions effective for all PHI we maintain. Updated versions will be posted in our clinic and on our website.

## QUESTIONS OR COMPLAINTS

If you have questions or believe your privacy rights have been violated, you may contact:

### Privacy Officer

Capable Kids, LLC

135 Snyder Rd, Hermitage, PA 16148

724-342-3898

[admin@capablekidsrehab.com](mailto:admin@capablekidsrehab.com)

### You may also file a complaint with:

Office for Civil Rights

U.S. Department of Health and Human Services

200 Independence Avenue, S.W.

Room 509F, HHH Building

Washington, D.C. 20201

[www.hhs.gov/ocr](http://www.hhs.gov/ocr)

We will not retaliate against you for filing a complaint.