



396 Washington St. #287 | Wellesley, MA | 02481
781-650-RBTR
www.rbtr.com

Notice of Privacy Practices

Effective Date: 11/1/2024
Last Reviewed: 11/7/2024

This Notice describes how your medical information may be used and disclosed by Recreational Behavior Therapy and Respite LLC (RBTR), and how you can access this information. Please review it carefully.

Your Rights

You have the right to:

- **Get a copy of your health records:** You may request an electronic or paper copy of your records. We will provide this to you, usually within 30 days of your request. There may be a reasonable fee for copying, mailing, or other costs.
- **Correct your health records:** If you believe there is an error or information is missing, you can ask us to amend your health information.
- **Request confidential communications:** You can ask us to contact you in a specific way (e.g., home or cell phone) or send mail to a different address.
- **Ask us to limit what we use or share:** You can request that we not use or share certain health information for treatment, payment, or operations. We are not required to agree to your request, but we will consider it carefully.
- **Get a list of those with whom we've shared your information:** You can ask for a report of the times we've shared your health information, who we shared it with, and why.
- **Get a copy of this privacy notice:** You can ask for a paper copy of this notice at any time.
- **File a complaint:** If you believe your privacy rights have been violated, you may file a complaint with us or the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint.

Your Choices

In certain situations, you can tell us your preferences about how we share your information. These include:

- **Sharing information with your family, friends, or others involved in your care:** You have the option to approve or deny sharing your health information with those who assist you.
- **Providing disaster relief:** We may share your information to assist in disaster relief efforts, but you can tell us not to share.
- **Marketing and fundraising:** We will only contact you for marketing or fundraising with your prior written consent. You can always opt out.

Our Uses and Disclosures

We may use and share your information in the following ways:

- **For treatment purposes:** We may use your health information to provide and coordinate treatment or services. For example, we may share your information with your doctors or therapists.



- For payment purposes: We may use your information to bill and collect payment for services rendered.
- For health care operations: We may use your information for operational purposes, such as reviewing treatment methods, training staff, or quality improvement.
- For public health and safety purposes: We may share your information to prevent disease, assist with product recalls, report adverse reactions to medications, or report suspected abuse, neglect, or domestic violence.
- For research purposes: We may use or share your information for health research under strict legal safeguards.
- For compliance with the law: We will share your information when required by law, such as for law enforcement, court orders, or other legal proceedings.

Special Circumstances

- Business Associates: We may share your information with third-party business associates who perform services on our behalf (e.g., billing services), but they are required to protect your privacy.
- Workers' Compensation, Law Enforcement, and Other Government Requests: We may share your health information as needed for workers' compensation claims, law enforcement purposes, or to fulfill other legal or government requests.

Our Responsibilities

- We are required by law to maintain the privacy and security of your health information.
- We will let you know if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it upon request.
- We will not use or share your information other than as described here unless you give us written permission.

Changes to the Terms of This Notice

We may change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available on our website and in our office.

Contact Information

For questions or to exercise your rights, you can contact us at:

781-650-RBTR (7287)

info@rbtr.com

Recreational Behavior Therapy and Respite LLC
396 Washington Street, #287
Wellesley, MA 02481

If you believe your privacy rights have been violated, you can file a complaint with RBTR at the contact information above, or with the U.S. Department of Health and Human Services Office for Civil Rights.

This notice ensures your rights and our responsibilities to protect your personal health information while providing you with the care and services you need.