

## Notice of Privacy Practices

Effective Date: August 1, 2013

**This NOTICE describes how your speech pathology information may be used and disclosed and how you can get access to that information. It applies to the health information used to make decisions about your care that Speech Inspiration, PLLC generates or maintains. Please review it carefully.**

<p>Speech Inspiration, PLLC is required by law to protect the privacy of your health information, give you a Notice of Speech Inspiration's legal duties and privacy practices, and follow the current Notice. It will be followed by all employees and subcontractors of Speech Inspiration, PLLC.</p> <p><b><u>1. Uses and Disclosures of Your Health Information</u></b> The following categories describe some of the ways that Speech Inspiration, PLLC may use and disclose your health information.</p> <p><b>Treatment:</b> Speech Inspiration, PLLC will use your health information to provide you with speech pathology treatment/ services.</p> <p><b>Payment:</b> Speech Inspiration, PLLC may use your health information for payment activities, such as to determine plan coverage, to bill/collect, or to help another healthcare provider with payment activities. <i>Example: Your health information may be released to an insurance company to get pre-approval of or payment for services.</i></p> <p><b>Operations:</b> Speech Inspiration, PLLC may use your health information for uses necessary to run its healthcare business, such as to conduct quality assessment activities, train, or arrange for legal services. <i>Example: Speech Inspiration, PLLC may use your health information to conduct internal audits to verify proper billing procedures.</i></p> <p><b>Education:</b> Education is a part of Speech Inspiration, PLLC's healthcare operations. Speech Inspiration, PLLC may use and disclose your health information to a student speech pathologist or visiting speech pathologist as a part of its educational mission. <i>Example: Your speech pathologist may discuss your case with students as a part of a learning experience.</i></p>	<p><b>Business Associates:</b> Speech Inspiration, PLLC may disclose your health information to other entities that provide a service to Speech Inspiration, PLLC, or on Speech Inspiration, PLLC's behalf that requires the release of your health information, such as billing service, but only if Speech Inspiration, PLLC has received satisfactory assurance that the other entity will protect your health information.</p> <p><b>Individuals Involved In Your Care or Payment for Your Care:</b> Speech Inspiration, PLLC may release your health information to a friend, family member, or legal guardian who is involved in your care or who helps pay for your care.</p> <p><b>Marketing:</b> Speech Inspiration, PLLC may use certain information such as your name, address, nature of service provided, and your photo. If you do not wish to participate in any marketing activities of Speech Inspiration, PLLC, notify Speech Inspiration, PLLC at the phone number in Paragraph 6 below. Speech Inspiration, PLLC will not use your health information to contact you for marketing purposes or sell your health information without permission.</p> <p><b><u>2. Uses and Disclosures of Health Information Required/Permitted By Law:</u></b> The following categories describe some of the ways that Speech Inspiration, PLLC may be allowed or required to use or disclose your health information.</p> <p><b>Required by Law/Law Enforcement:</b> Speech Inspiration, PLLC may use and disclose you or your health information if required by federal, state, or local law, such as for worker's compensation, and if requested by law enforcement officials for purposes such as responding to a court order.</p> <p><b>Public Health and Safety:</b> Speech Inspiration, PLLC may use and disclose your health information to prevent a serious threat to the health and safety of you, others, or the public and of public health activities, such as to prevent injury.</p> <p><b>Food and Drug Administration (FDA) and Health Oversight Agencies:</b> Speech Inspiration, PLLC may disclose health</p>	<p>information about incidents related to food, supplements, product defects, or post-marketing surveillance to the FDA manufacturers to enable product recalls, repairs, or replacements; and to health oversight agencies for activities authorized by law, such as audits.</p> <p><b>Lawsuits/Disputes:</b> If you are involved in a lawsuit/dispute and have not waived the provider-patient privilege, Speech Inspiration, PLLC may disclose your health information under a court/administrative order, subpoena, or discovery request after attempting to inform your request.</p> <p><b>National Security/Intelligence Activities and Protective Services:</b> Speech Inspiration, PLLC may release your health information to authorized national security agencies for the protection of certain persons or to conduct special investigations.</p> <p><b>Military/Veterans:</b> Speech Inspiration, PLLC may disclose your health information to military authorities if you are an armed forces or reserve member.</p> <p><b>Inmates:</b> If you are an inmate of a correctional facility or are in the custody of law enforcement, Speech Inspiration, PLLC may release your health information to a correctional facility or law enforcement official so they may provide your health care or protect the health and safety of you or others.</p> <p><b>If Speech Inspiration, PLLC wants to use and/or disclose your health information for a purpose not in this Notice or required/permitted by law.</b> Speech Inspiration, PLLC must get specific authorization from you for that use and/or disclosure, and you may revoke it at any time by contacting the Privacy Official at the phone number or address in paragraph 6 of this notice.</p> <p><b><u>3. Your Rights Regarding Health Information:</u></b> You have the rights described below in regard to the health information that Speech Inspiration, PLLC maintains about you. You must submit a written request to exercise any of these rights. Forms for this purpose are available at Speech Inspiration, PLLC by contacting the number or address in Paragraph 6.</p>
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<p><b>Right to Inspect/Copy:</b> You have the right to inspect and get a copy of health information maintained by Speech Inspiration, PLLC. Speech Inspiration, PLLC may charge in advance \$1.00 for the first page, \$.50 for additional pages, plus postage, payable prior to the release of the requested records. Speech Inspiration, PLLC may deny your request in certain circumstances. You may request a licensed health care professional chosen by Speech Inspiration, PLLC to review a denial based on medical reasons; Speech Inspiration, PLLC will comply with this decision.</p> <p><b>Right to Amend:</b> If you believe the information created by Speech Inspiration, PLLC is inaccurate or incomplete; you may ask Speech Inspiration, PLLC to amend it. Speech Inspiration, PLLC cannot delete or destroy any information already included in your media record. You must provide a reason for your request. Speech Inspiration, PLLC may deny your request if you ask to amend information that Speech Inspiration, PLLC did not create (unless the person or entity that created the information is not available to make the amendment); that is not part of the health information Speech Inspiration, PLLC maintains; that is not part of the information you are permitted by law to inspect and copy; or that is accurate and complete.</p> <p><b>Right to Accounting of Disclosures:</b> You have the right to ask for a (free) list of disclosures Speech Inspiration, PLLC has made of your health information. Speech Inspiration, PLLC is not required to list all disclosures, such as those you authorized. You must state a time period, which may not be longer than 6 years or include dates before August 1, 2013. If you request more than one accounting in a 12-month period, Speech Inspiration, PLLC may charge you for the cost of the list. Speech Inspiration, PLLC will tell you the cost; you may withdraw or change your request before the copy is made.</p>	<p><b>Right to Request Restrictions:</b> You have the right to request a restriction or limit on how Speech Inspiration, PLLC uses or discloses your health information. You must be specific in your request for restriction. You may restrict disclosure of your health information to a health plan if you choose to pay out-of-pocket in full for the services at the time they are provided. Speech Inspiration, PLLC is not required to agree to every request. If Speech Inspiration, PLLC agrees or is required to comply, Speech Inspiration, PLLC will comply with the request unless the information is required in case of emergency. <i>Example: You may want to pay cash in advance for services rather than have your insurance billed.</i></p> <p><b>Right to Request Confidential Contacts:</b> You have the right to request that Speech Inspiration, PLLC contact you about speech pathology issues in a certain way, such as by mail. You must specify how or where you wish to be contacted; Speech Inspiration, PLLC will try to accommodate reasonable requests.</p> <p><b>Right to a Copy of This Notice:</b> You have the right to a paper or electronic copy of this Notice, which is posted at Speech Inspiration, PLLC where services are provided.</p> <p>4. <b>Changes to this Notice:</b> Speech Inspiration, PLLC reserves the right to change this Notice and to make the revised Notice effective for health information Speech Inspiration, PLLC created or received about you prior to the revision, as well as to information it receives in the future. Revised Notices will be posted at Speech Inspiration, PLLC where services are provided and on Speech Inspiration, PLLC's website at <a href="http://speechinspiration.com">http://speechinspiration.com</a></p> <p>5. <b>Right to be Notified.</b> Speech Inspiration, PLLC will notify you if your unsecured health information is breached.</p>	<p>6. <b>Complaints.</b> If you believe your privacy rights have been violated, you may file a complaint with Speech Inspiration's Privacy Officer, Jeanene Johnson at 281.674.4205; <a href="mailto:jjohnson@speech-inspiration.com">jjohnson@speech-inspiration.com</a>; or with the Secretary of the Department of Health and Human Services Office of Civil Rights – DHHS, 1301 Young Street, Suite 1169, Dallas, Texas 75202, 214-767-4056; 214-767-8940 TDD. Submit a written complaint within 180 days of when you knew or should have known of the circumstance leading to the complaint. You will not be retaliated against for filing a complaint.</p> <p style="text-align: center;">Attention: Speech Inspiration, PLLC's Privacy Officer 7122 Midnight Pass Missouri City, Texas 77459 Phone 281-674-4205 Fax: 480-287-8474</p>
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