



Kristen Bond M.S. CCC-SLP
(813) 406-0034
KBond@speechinprogress.com

Your Privacy Rights: Notice of Privacy Practices

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.

This Privacy Notice tells you about your rights regarding speech therapy records in Speech in Progress, LLC's private practice.

1. What are healthcare records in this speech therapy practice?

Your child's health care records include:

- o Notes about each speech therapy visit
 - o Test forms
 - o Speech samples
 - o Questionnaires
 - o Reports from other agencies that you provide to Speech in Progress, LLC
 - o Audio- and video- recordings of testing or speech samples
 - o E-mails sent to parent/caregiver
 - o E-mails received from parent/caregiver
 - o E-mails exchanged with a school-based speech language pathologist
 - o E-mails with other professionals such as lawyers, OTs, PTs, or reading specialists
 - o Notes about phone conversations with parent/caregiver or other professionals
 - o Any other documentation related to speech/language evaluation, treatment, and professional communications
- By receiving services for your child from Speech in Progress, LLC, you agree to allow video- and audio-recordings as well as formal and informal assessments these are appropriate to assess therapy progress or investigate the influence of related skills on communication.
- Video and audio-recordings are erased after they are transcribed or kept to document progress over time.

2. What information do these records contain?

- o Names and contact information
- o Descriptions of speech therapy sessions
- o Notes about client's performance
- o Recommendations for designing future speech therapy activities
- o Any other relevant information, such as a parent's or child's comments about attempts at completing carryover activities.
- o Copies of receipts for payments
- o Personal checks are deposited promptly, and no information is copied or collected from them other than name, address, and phone number.

3. Speech in Progress, LLC will not share any of your personal information with anyone or any agency without your written consent unless legally required to do so.



Kristen Bond M.S. CCC-SLP
(813) 406-0034
KBond@speechinprogress.com

o Speech in Progress, LLC will provide the parent who signs the therapy agreement form, and the NPP form, in person, with all written information such as an evaluation report, progress reports, and carryover suggestions.

o Speech in Progress, LLC will not forward reports or talk by phone or e-mail with a person about parent/caregiver or client without written consent, unless legally required to do so.

4. Parent/caregiver has the right to access client's speech therapy records.

I have read, understand, and agree to this Notice of Privacy Practices.

Child's name

Parent/Guardian Signature

Date

Parent/guardian printed name