



NOTICE OF PRIVACY PRACTICES

Effective February 21, 2014

This notice of Privacy Practices is provided to you as a requirement of the Health Insurance Portability and Accountability Act (HIPAA). It describes how Sensory in Motion Therapy Services, LLC may use or disclose your child's protected health information, with whom that information may be shared, and the safeguards in place to protect it. This notice also describes your rights to access and/or refuse the release of specific information outside of this system except when the release is required or authorized by law or regulation.

Acknowledgment of Receipt of this Notice

Sensory in Motion Therapy Services, LLC will make a good faith effort to obtain from you a written acknowledgement of receipt of this Notice. The intent is to make you aware of the possible uses and disclosures of your child's protected health information (PHI) and your privacy rights. The delivery of your child's health care services will in no way be conditioned upon your signed acknowledgment. You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

Who Will Follow this Notice

This notice applies to all therapy services provided by Sensory in Motion Therapy Services, LLC. It also applies to office personnel and billing personnel.

Our Responsibility Regarding Protected Health Information

Your child's "protected health information" (PHI) is individually identifiable health information. This includes demographics such as age, address, email address, and relates to your child's past, present, or future physical or mental health or condition and related health care services. We are required by law to do the following:

- Make sure that your child's protected health information is kept private.
- Give you this notice of our legal duties and privacy practices related to the use and disclosures of your child's protected health information.
- Follow the terms of the notice currently in effect.
- Communicate any changes in the notice to you.

We reserve the right to change this notice. Its effective date is at the top of the first page and at the bottom of the last page. We reserve the right to make the revised or changed notice effective for health information we already have about your child as well as any information received in the future. You may obtain a Notice of Privacy Practices by contacting us using the information listed at the end of this Notice.

USES AND DISCLOSURES OF HEALTH INFORMATION

Uses & Disclosure for Which Authorization is Not Required

Sensory in Motion Therapy Services, LLC works with several agencies and referral sources. Your child's health information will be shared in the following manner:

- **Treatment:** Your child's protected health information will be used to provide, coordinate, or manage your child's health care and any related services. This includes disclosure to your physician or other health care providers who become involved in your child's care.

- **Payment:** Sensory in Motion Therapy Services, LLC may use and disclose your health information in order to help you obtain reimbursement for services we provide to you. Sensory in Motion Therapy Services, LLC may also disclose your health information to its business associates, such as billing companies, claims processing companies and others that assist in processing health claims.
- **Healthcare Operations:** Sensory in Motion Therapy Services, LLC may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, conducting training programs, training of professional students, accreditation, certification, licensing, or credentialing activities. For example, we may disclose your protected health information to occupational therapy school students that see patients in our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your treating provider. We may also call you by name in the waiting room when your provider is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment (such as voicemail messages, text messages, email messages, postcards, or letters).
- **Required by Law:** Sensory in Motion Therapy Services, LLC may use or disclose your child's protected health information if law or regulation requires the use or disclosure. Sensory in Motion Therapy Services, LLC will notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence.
- **Health Oversight:** Sensory in Motion Therapy Services, LLC may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. These health oversight agencies might include government agencies that oversee the healthcare system, government benefit programs, other government regulatory programs, and civil rights laws.
- **Legal Proceedings:** Sensory in Motion Therapy Services, LLC may disclose protected health information during any judicial or administrative proceeding, in response to a court order or administrative tribunal (if such a disclosure is expressly authorized), and in certain conditions in response to a subpoena, discovery request, or other lawful process.
- **Parental Access:** Sensory in Motion Therapy Services, LLC may disclose your child's protected information to parents, guardians and persons acting in similar legal status.

Uses and Disclosures of Protected Health Information Requiring Your Permission

In some circumstances, you have the opportunity to agree or object to the use or disclosure of all or part of your child's protected health information. If you give us an authorization to use your health information or to disclose it to anyone, you may revoke it in writing at any time. Since this service may be provided in your home, child's school, or other natural environments, those present during the session, including friends, family, day care providers, teachers, or school personnel may hear health information regarding your child. Please notify your therapist if you do not want your child's protected health information to be discussed.

To Your Family and Friends: We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so in writing.

Marketing Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Sensory in Motion Therapy Services, LLC

22873 US Hwy 98, Building I Suite 7, Fairhope, AL 36532 • Phone: 251.680.3759 • Fax: 866.345.4906

Research: Under certain circumstances, Sensory in Motion Therapy Services, LLC may use and disclose PHI for medical research purposes. We will obtain your permission in writing prior to using your health information.

Your Rights Regarding Your Child's Health Information

You may exercise the following rights by submitting a written request to the Sensory in Motion Therapy Services, LLC office.

Access: You may inspect and obtain a copy of your child's protected health information that is kept as a part of medical and billing records. (We may charge you a reasonable cost-based fee for expenses such as copies and staff time.)

Alternative Communication: You may request that we communicate with you using alternative means or at an alternative location. Your request must specify the alternative means or location.

Restriction: You have the right to request in writing that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

Disclosure Accounting: You may request that I provide you with an accounting of the disclosures I have made of your child's protected health information. This right applies to disclosures made for purposes other than treatment, payment, or health care operations as described in this Notice of Privacy Practices. This disclosure must have been made after February 21, 2014, and no more than 6 years from the date of request. This right excludes disclosures made to you or authorized by you, to family members or friends involved in your child's care, or for notification. The right to receive this information is subject to additional exceptions, restrictions, and limitations as described earlier in this notice.

Amendment: You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

Electronic Notice: If you receive this Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

Federal Privacy Laws

This Notice of Privacy Practices is provided to you as a requirement of the Health Insurance Portability and Accountability Act (HIPAA). There are several other privacy laws that also apply including the Freedom of Information Act and the Privacy Act. These laws have been taken into consideration in developing policies and this notice of how your child's protected information will be used and disclosed.

Complaints

If you believe these privacy rights have been violated, you may file a written complaint with the Department of Health and Human Services. No retaliation will occur against you or your child for filing a complaint.

Contact Officer at Sensory in Motion Therapy Services, LLC: Sandy Martin

Telephone: (251)680-3759

Address: 22873 US Hwy. 98, Building I Suite 1, Fairhope, AL 36532

This notice is effective in its entirety as of February 21, 2014.