

## **Therapy Zone 4 Kidz Privacy Policy**

The purpose of this notice is to describe:

- How health information about your child may be used and disclosed
- How you can get access to your child's health information
- How the privacy of your child's health information is important to us

Please review this notice carefully

### **Terms:**

Any medical information, which could in any way identify an individual client, is considered **Protected Health Information (PHI)**. PHI will be used and disclosed only as needed for Therapy Zone 4 Kidz to perform **Treatment, Acquire Payment and Health Care Operations (TPO)**. We are required by federal and state law to maintain the privacy of your child's health information. We are also required to give you this notice about our privacy policies and practices, our legal duties, and your rights concerning your child's health information. We will follow the privacy practices described in this notice while it is in effect. This notice will remain in effect until we replace it.

We reserve the right to change our organization's privacy policies and practices and the terms of this notice at any time, as permitted by federal and state law. We reserve the right to make changes in our privacy policies and practices and to make the new provisions effective for all protected health information that we maintain. If changes are made, the new notice will be available upon request and will be posted at our site.

In order to maintain the privacy of all client information, no one should enter the office area unless accompanied by clinic personnel. Family members should be in the treatment area only when accompanying their child.

### **Patient/Client Rights:**

#### **Access:**

The following people will have access to PHI

- The client when 18 years or older
- Parents or legal guardians of a minor.
- Parent of an adult client with written permission of the client.
- Any person to whom the parent or legal guardian has authorized, in writing, the release of PHI
- Therapy Zone 4 Kidz staff who are involved in providing care or administrative assistance.
- The clients' health insurance company, for payment purposes.
- Public Health Services and regulatory officials, when required by law.
- An appropriate authority when a determination is made that the client may pose a physical threat to themselves or others.
- Courts, when the request is accompanied by a duly executed subpoena

You have the right access your child's health information. You can request to view it and/or have us make photocopies (for a cost) of the information you desire. All requests for access to your child's health information must be in writing and an appointment time will be set. In certain specific circumstances we may deny your request, but we will tell you in writing of our decision and any reason(s) for the denial. Please contact Deborah Nearing for the required form.

Amendment: You have the right to request that we amend your child's health information. All requests to amend your child's health information must be in writing including an explanation of why you want the record amended. Please contact the privacy contractor, Deborah Nearing for assistance. We may deny your request if the information:

1. Was not created by Therapy Zone 4 Kidz (e.g. a report from another professional)
2. Is not part of the protected health information we keep
3. Is determined by Therapy Zone 4 Kidz to be accurate and complete

If we deny the requested amendment, we will tell you in writing how to submit a statement of disagreement or complaint that can become a part of your child's record.

**Security:**

Privacy measures are designed to protect the confidentiality of all PHI:

- Therapy Zone 4 Kidz staff will receive instruction about and be familiar with current privacy policies
- Every effort will be made to avoid being overheard when discussing PHI
- All records will be maintained in a secure environment

**Grievances:**

For all questions, concerns or complaints please address them to Deborah Nearing. You may also submit a written complaint to the U.S. Department of Health and Human Services. Therapy Zone 4 Kidz will not retaliate against any individual for filing a complaint.

**Additional Health Information:**

Health Privacy Project  
Georgetown University  
[www.healthprivacy.org](http://www.healthprivacy.org)

Office for Civil Rights  
U.S. Department of Health & Human Services  
[www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/)

Please Read the privacy policy and initial the box on "Acknowledgment of Notice to Privacy Policy". You may retain this copy for your records.