



## 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.**

**Children's Speech and Language Services of Springfield, LLC is required by law to maintain the privacy and confidentiality of your protected health information and to provide our patients with notice of our legal duties and privacy practices with respect to your protected health information.**

### **Disclosure of Your Health Care Information**

**Uses and Disclosures:** Children's Speech and Language Services of Springfield, LLC uses health information about you for treatment to obtain payment for treatment, for administrative purposes and to evaluate the quality of care that you receive at Children's Speech and Language Services of Springfield, LLC. Information may be shared by paper mail, electronic mail, fax or other methods. Any identifiable or health information about you will be disclosed only with written authorization.

**Treatment:** We may disclose your health care information to other healthcare professionals within our practice for the purpose of treatment, payment or healthcare operations. For example: On occasion, it may be necessary to seek consultation regarding your condition from other health care providers associated with Children's Speech and Language Services of Springfield, LLC. It is our policy to provide a substitute staff speech-language pathologist of Children's Speech and Language Services of Springfield, LLC, when available, to provide treatment to our patients, without advanced notice, in the event of your regular staff speech-language pathologist's absence due to sudden sickness or other emergency situation.

**Your Rights:** Unless otherwise required by law your health record is the physical property of the health care practitioner or facility that compiled it; the information belongs to you. You have the right to request a restriction on certain uses and disclosures of your information, and request amendments to your health record. This includes the right to obtain a paper copy of the notice of information practices upon request, inspect, and obtain a copy of your health record. You may obtain an accounting of disclosures of your health information, request communications of your health information by alternative means or at alternative locations, revoke your authorization to use or disclose health information except to the extent that action has already been taken.

**Our Legal Duty:** We are required by law to protect the privacy of your information, provide this notice about our information practices, follow the information practices that are described in this notice and seek your acknowledgement of receipt of this notice. Children's Speech and Language Services of Springfield, LLC reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Children's Speech and Language Services of Springfield, LLC is required by law to comply with this Notice.

**Complaints:** Complaints about your Privacy rights, or how your health information was handled should be directed to Donna S. Gaines, by calling this office at (703) 685-1070, box 1. If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to the U.S. Department of Health and Human Services.

**Payment:** Your protected health information will be used by Children's Speech and Language Services of Springfield, LLC, as needed, in activities related to obtaining payment for your health care services. We may disclose your health information to your insurance provider for the purpose of payment or health care operations.

**Children's Speech and Language Services of Springfield, LLC**

6354 Rolling Mill Place, Suite 103 ♦ Springfield, Virginia 22152

Phone: (703) 866-0344 ♦ Fax: (703) 866-0233 ♦ [www.cslstherapy.com](http://www.cslstherapy.com)

Other purposes that are permitted or required by law: Children's Speech and Language Services of Springfield, LLC may disclose your child's PHI without your authorization when required to do so by federal, state, or local law, in matters of public health issues, to avert a serious threat to health or safety, to report abuse or neglect, in legal proceedings such as lawsuits or disputes, to law enforcement, workers' compensation, research, medical examiners, to conduct health oversight investigations, in matters of national security and intelligence activities, military activity, criminal activity, and required uses and disclosures.

**Effective Date: This notice will be effective from January 31, 2011.**

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