

## In-Sync & Social

# **Notice of Privacy Practices**

THIS NOTICE IS ISSUED TO ENSURE YOU THAT YOU AND YOUR CHILD'S MEDICAL INFORMATION IS PROTECTED AT ALL TIMES AND THAT THERAPLAY IS IN COMPLIANCE WITH ALL HIPAA REGULATIONS. THIS NOTICE FURTHER DESCRIBES:

- HOW THIS MEDICAL INFORMATION WILL BE USED AND DISCLOSED
- HOW YOU CAN ACCESS YOUR INFORMATION
- HOW TO MAKE A PRIVACY COMPLAINT

On an ongoing basis, In-Sync & Social (ISS) will review and monitor our privacy practices to ensure that privacy is protected. We reserve the right to make any necessary in our privacy practices. A copy of this notice shall remain posted in our offices at all times, and is available for you at any time you request it.

### **Uses and Disclosures of Protected Health Information (PHI)**

Treatment – The health information you provide will be used by employees or disclosed to other health care professionals for the purpose of providing therapeutic intervention to your child.

Payment – Your health information will be used as necessary to obtain payment from your insurance carrier or referring agency that you have authorized ISS to bill for your child's therapy.

Operations – Your health information may be used as necessary to carry out the day-to-day operations of ISS as in budgeting, financial reporting, and activities which improve quality of care.

Law Enforcement/Public Health Agencies/State and Federal Regulation Agencies – Your health information may be disclosed to these agencies without your permission as required by law or as necessary to carry out audits, inspections, and mandated reporting.

Other Uses and Disclosures – Any uses or disclosures of your health information not described above requires specific written authorization by you. You may also change your mind after authorizing an additional authorization by submitting a written request; however, this change cannot revoke any use or disclosure that occurred prior to your change.

### **Additional Uses of Patient Health Information**

Appointment Scheduling – Your health information will be utilized by our staff for the purposes of scheduling your appointments.

Treatment Information – Your health information may be used to send you information about your child's treatment, and new programs/equipment that may be beneficial to your child's development and progression.

### **Your Health Information Rights**

You have certain rights under the federal HIPAA Privacy Regulations, including:

- the right to request restrictions on the use and disclosure of you and your child's health information

- the right to receive confidential communications regarding your child's medical condition and treatment
- the right to inspect your health information and have it copied (at a charge)
- the right to amend and/or correct your health information
- the right to receive an accounting of how your information has been disclosed and to whom it was disclosed
- the right to receive a printed copy of this notice

### **In-Sync and Social's Health Information Privacy Responsibilities**

In-Sync & Social is required by law to maintain the privacy of your health information and provide you with this Notice of Privacy Practices. We are also required by law to enforce the policies described within this notice.

### **In-Sync & Social's Right to Revise Privacy Practices**

As permitted by law, ISS reserves the right to amend or modify our privacy policies. Any changes may be required by changes in the federal and/or state laws and regulations. Any revised policies will be applied to all protected health information and be available for you upon your request.

### **Requests to Inspect Protected Health Information**

As permitted by law, we require that all requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting a member of the office administrative staff.

### **Complaints Regarding In-Sync&Social Privacy Practices**

If you believe that you or your child's privacy rights have been violated, you have the right to submit a complaint. All complaints regarding our privacy practices must be sent in writing to the Privacy Officer at the following address:

In-Sync & Social  
ATTN: Privacy Officer  
100 E Old Baltimore Pike

Media, PA 19063

Please be sure to include as much information as possible. The Privacy Officer will respond in writing to you after your complaint is reviewed. You may also file a written complaint with the Office of Civil Rights.