

Notice of Privacy Practices Policy

As Required by the Privacy Regulations Created as a Result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), updated 2013.

LIBRA OT PLLC is required to provide you with the following important information:

- Obligations concerning the use and disclosure of your protected health record
- How we may use and disclose your protected health record
- Your privacy rights

LIBRA OT PLLC reserves the right to change this notice and the revised notice will be effective for any information we receive in regards to your health record. The current notice with its effective date will be provided in the clinic for your review.

I. Commitment to Privacy

LIBRA OT PLLC is dedicated to retain the privacy of individual health information by keeping a client's financial and health information private as required by law and by our internal policies and procedures, including physical, technical, and procedural methods. In the course of our business we must create records regarding you, your treatment, and your progress. LIBRA OT PLLC is required by law to maintain the confidentiality of health information that identifies each client. To be in compliance with federal and state law, we must follow the terms of the notice of privacy practice. The law also requires us to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice regarding your private health information.

II. Use and Disclosure of Protected Health Information:

LIBRA OT PLLC provides occupational therapy and other services necessary to assure optimal rehabilitation to our clients. Due to need of access to your Protected Health Information (PHI), we have declared all of our employees as eligible to manage your PHI. Specifically, this means all clinical staff (employed or contracted), all interning students, volunteers, and all office personnel (employed or contracted). All of these individuals are under contract and have been educated regarding client rights and privacy regulations.

LIBRA OT PLLC may use your health information to provide you with rehabilitation or related services. We may disclose health information about you to other therapists, your doctors, nurses, technicians, clinical students or other clinical and support personnel needed to assist in optimal care delivery. This disclosure may also include information to educate and train designated

family members to assist with your home rehabilitation and activities. We may also disclose this information in an emergency if you are unable to express yourself.

Payment: Health information about you may be shared with your insurance company, third party payer or you for billing and payment collection. We may need to give your insurance company information about your treatment, reflected in daily electronic records, in order to be paid. Also, we may tell them about treatment you are going to receive to determine whether your plan will cover it.

Audits: Client's clinical and billing information typically would be accessed for treatment and related billing purposes only. However, clinical and billing audits are required by professional and regulatory standards. Therefore, your records could be randomly selected as part of this compliance and quality assurance process. We may also use your PHI or statistical information for our internal clinic management.

Others: Other instances when your PHI may be disclosed are as follows:

- when required by law (e.g. when ordered by a court to disclose certain information) or in judicial or administrative proceedings (e.g. response to a valid subpoena)
- for public health activities (e.g. reporting an adverse medical reaction or regarding potential exposure to a communicable disease)
- to report neglect, abuse or domestic violence
- to avert a health hazard or to respond to a public safety threat (e.g. an imminent crime against another person)
- when deemed necessary by appropriate military command authorities if you are in the Armed Forces
- to notify your employer under limited circumstances related primarily to workplace injury or illness to correctional institutions or law enforcement officials if you are in custody or an inmate

III. Privacy Rights

You have the right to request limited use or disclosure of your PHI. However, LIBRA OT PLLC may not be able to agree to your request (e.g. for insurance claims processing).

You have the right to request confidential communication with you in a different manner or at a different place (e.g., different phone number or mailing address or email address).

You have the right to inspect and get a copy of your PHI held by LIBRA OT PLLC.

You have the right to request a copy of your electronic medical record in electronic form.

You have the right to instruct LIBRA OT PLLC not to share information about your treatment with your health plan when you pay by cash, and LIBRA OT PLLC does not file with your health plan.

You have the right to revoke your authorization for use or disclosure at any time. Written permission or authorization to use or give out your PHI for any purpose that is not set out in this notice may be required. Such written authorization may be revoked at any time, unless LIBRA OT PLLC has already acted based on your prior permission.

You have the right to amend your PHI if you believe that it is wrong, or if information is missing and LIBRA OT PLLC agrees. This amendment must be made in writing. If LIBRA OT PLLC disagrees, you may have a statement of your disagreement added to your PHI.

You have the right to get a listing of those getting your PHI from LIBRA OT PLLC. This listing does not include you or your personal representative, your insurance company or other payer, or if it was given out for law enforcement purposes. Such request must be made in writing.

You have the right to get a separate paper copy of this notice.

You have the right to be notified following a breach of your unsecured PHI.

You have the right to complain if you feel your privacy rights have been violated. If you believe LIBRA OT PLLC violated your privacy rights set out in this notice, you may file a complaint with Inga Krips, President and HIPAA Compliance Officer of Libra OT PLLC, 3105 W 15th Street, Suite A-3, Plano, TX 75075