



1. THE PRIVACY OF YOUR CHILD'S EVALUATION AND TREATMENT PLAN INFORMATION IS IMPORTANT.

Gifts Speech Language & Reading Specialists (Gifts) is committed to respect client privacy and protect confidential client information. This notice of Privacy Practices describes the ways in which Gifts may share your child's evaluation and treatment plan with others. If you do not understand the terms of this notice, please ask for further clarification. This notice is required under the new healthcare federal privacy law, the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

2. WHO WILL FOLLOW THIS NOTICE

This notice applies to all the Gifts records of your child's evaluation and treatment plan. This notice describes the practices of Gifts and its healthcare professionals, as well as other individuals and companies authorized to enter information into your child's records.

3. GIFTS RESPONSIBILITIES

Evaluation and Treatment plans for your child are privileged information and must be properly safeguarded. Gifts will respect the privacy of this privileged information and comply with all applicable privacy laws.

4. You have the right to:

Ask that Gifts limit how your child's evaluation and treatment information is disclosed.

- Request in writing any such restrictions; you may not be able to limit the uses and disclosures required by law.
- Request in writing that your child's evaluation and treatment information be sent by different means or to different locations such as only to work address, fax instead of mail, etc. Gifts must agree that your written request is reasonable and they can comply.
- See and receive copies of child's evaluation and treatment plan. Copies must be requested in writing; there may be charges for copies. If Gifts is unable to comply with your request, the reason for not complying with your request will be sent to you in writing.
- Receive a list of the recipients to whom Gifts has disclosed your child's evaluation and treatment information. This request will be in writing. Some restrictions may apply. Request in writing that Gifts amend your child's evaluation and treatment information if you feel the information is incomplete or incorrect. If Gifts is unable to comply with your request, the reason for not complying with your request will be sent to you in writing.

- Request in writing that Gifts amend your child's evaluation and treatment information if you feel the information is incomplete or incorrect. If Gifts is unable to comply with your request, the reason for not complying with your request will be sent to you in writing.

5. Examples of how Gifts will disclose your child's evaluation and treatment information.

- Your child's evaluation and treatment information may be shared with other healthcare professionals to determine the best treatment plan.
- Gifts will disclose your child's evaluation and treatment information on bills sent to you or your insurance company.
- Gifts may disclose evaluation and treatment information when you are contacted for an appointment or follow-up after a visit.
- Gifts may disclose evaluation and treatment information when required to so by federal, state or local law, including child abuse or neglect reporting.
- Gifts will disclose evaluation and treatment information to business partners such as an accounting firm who does billing. These business partners must agree in writing to respect confidentiality of this information.
- Gifts may disclose evaluation and treatment information for law enforcement purposes or litigation in response to a valid subpoena or other court order.
- If you believe your child's privacy rights have been violated, please contact Carey VanFleet Jones, Andrea Lombardo Owen, or Jenny Eddy Tompkins, Owners, Gifts Speech, Language & Reading Specialists, 419 NE 36th Ave., Ocala, Florida or 352-694-GIFT (4438).

You may refuse to sign this acknowledgement.

I, _____, have received a copy of this office's Notice of Privacy Practices.

(Please print Child's/Children's names)

(Signature)

(Date)

For Office Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

- Individual refused to sign
- Communication barriers prohibited obtaining acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (please specify)