

## Notice of Privacy Practices

**Treatment:** We may use and disclose your child's health information as part of assessment and intervention procedures. In addition, we may use and disclose your child's information with other caregivers, professionals, or persons working with your child, only when given written consent. If a parent/legal guardian would like consultation with other caregivers/professionals/persons, he or she shall sign and submit a Release of Information form.

**Billing:** We may use and disclose your health information to obtain payment for services we provide to you.

**Your Authorization:** You may give us written authorization (Release of Information) to use your child's information or disclose it to anyone for any purpose. If an authorization is provided to us for any individual or entity you may revoke the authorization in writing at any time.

**To Your Family and Friends:** We must use and disclose your child's information to notify your family or any other person responsible for your child's care of your child's location, and/or general condition. If you are present we will provide you with the opportunity to object to such disclosures. Our Transportation Release form only grants permission for an individual to transport your child. If you would like for us to share information with those who may be transporting your child, we require a Release of Information for that individual. We will only provide information to individuals that have been identified on the Release of Information form.

**Marketing:** We will not use your child's information for marketing purposes without a written release.

**Required by Law:** We may be required to provide information to law officials under certain circumstances. We are mandatory reporters. We may be obligated to use or disclose your child's information if we believe that your child is a possible victim of abuse, neglect, domestic violence, or the possible victim of other crimes.

**National Security:** We may be obligated to use or disclose your child's information as required for national security: to military authorities or armed forces personnel, to authorized federal officials as required for lawful intelligence, counter-intelligence, and other national security activities, or to correctional institution or law enforcement official, having lawful custody of health information of inmate or patient under certain circumstances.

**Appointment Reminders:** We may use your child's information for appointment reminders (i.e. voice mail, reminder cards, post-it notes) In order to ensure adherence to confidentiality policies, email communication will be limited to scheduling. When discussing your child via email, parent/legal guardian is requested not to use his/her child's name in the text (initials or treatment day/time would be acceptable).

**Clinic Visits:** Occasionally persons (e.g., parents or related service providers) may request to visit the facility or may be participating in a therapy session with their child. These visits will be scheduled only if it is determined not to interfere with a child's therapy session. Should you be attending your own child's therapy session, you are reminded that the identity and other sensitive information of any and all other children and families present in the clinic should be treated with confidentiality, and should not be discussed outside of the clinic.

*We reserve the right to change our privacy practices at any time. If we change the privacy practices, we will issue a revised notice of privacy practices.*