



NOTICE OF PRIVACY PRACTICES

Effective Date: 26 June 2024

THIS NOTICE DESCRIBES HOW CERTAIN HEALTH INFORMATION MAY BE USED AND DISCLOSED, AND HOW YOU CAN ACCESS THIS INFORMATION. THIS NOTICE IS POSTED IN THE LOBBY AREA OF CDRC AND ON OUR WEBSITE (CHILDRENSRESOURCE.ORG). IN ADDITION, THIS PAPER COPY WILL BE PROVIDED TO YOU UPON SIGNING.

PLEASE REVIEW THIS NOTICE CAREFULLY.

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you have rights regarding the use and disclosure of your child's protected health information (PHI). PHI is any information in the mental health record that can identify an individual and was created, used, or disclosed during the course of providing healthcare.

Your child's Therapist at the Child Development Resource Center (CDRC) is required by law and professional standards to create and maintain a record of your child's treatment activities. Treatment activities include information about the care, coordination, and management of your child's mental health services. This Notice of Privacy Practices ("Notice") applies to all of the records of your child's healthcare generated by the Therapist at CDRC.

THERAPISTS' RESPONSIBILITIES

- Therapists are required by law to maintain the privacy and security of PHI.
- Therapists will let you know promptly if a breach occurs that may have compromised the privacy or security of PHI.
- Therapists must follow the duties and privacy practices described in this Notice and will give you a copy of it.
- Therapists will not use or share PHI, other than as described here, without written permission. If you tell your child's Therapist that PHI can be shared, you may change your mind at any time. Let your child's Therapist know in writing if you change your mind.

CHANGES TO THE TERMS OF THIS NOTICE

Therapists can change the terms of this notice and the changes will apply to all PHI the Therapist has about your child. The new notice will be available upon request, posted in the lobby area of CDRC, and on our website (childrensresource.org).

YOUR RIGHTS

When it comes to your child's PHI, you have certain rights. This section explains your rights and some of the responsibilities of your child's Therapist to help you.



- GET A COPY OF YOUR CHILD’S HEALTH RECORDS.
 - You can ask to see or get a copy of your child’s mental health records and other PHI. Ask your child’s Therapist how to do this.
 - Per your request, your child’s Therapist will provide a copy or summary of your child’s mental health records, usually within 30 days of your request.
- ASK TO CORRECT YOUR CHILD’S HEALTH RECORDS.
 - You can ask to correct your child’s mental health records and other PHI if you think it is incorrect or incomplete. Ask your child’s Therapist how to do this.
 - Your request may be denied, but your child’s Therapist will explain why, in writing, within 60 days.
- REQUEST CONFIDENTIAL COMMUNICATIONS.
 - You can ask therapists to contact you in a specific way (for example: home or office phone number).
 - Your child’s Therapist will consider all reasonable requests and must comply if you share that you would be in danger without such compliance.
- ASK TO LIMIT WHAT IS USED OR SHARED.
 - You can ask therapists not to use or share certain PHI for treatment or operations.
 - Your child’s Therapist is not required to agree and may deny your request if it would affect your child’s care.
- GET A LIST OF THOSE WITH WHOM PHI HAS BEEN SHARED.
 - You can ask therapists for a list of the times PHI has been shared. For at least six years prior to the date of your request, your child’s Therapist will provide a list of whom, when, and why PHI was shared.
- GET A COPY OF THIS NOTICE.
 - You can ask for a paper copy of this notice at any time. Therapists will provide you with a paper copy promptly.
- FILE A COMPLAINT IF YOU FEEL YOUR AND/OR YOUR CHILD’S RIGHTS WERE VIOLATED.
 - If you feel your and/or your child’s rights were violated, you can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights
 - by sending a letter to:

200 Independence Avenue S.W.
Washington D.C. 20201
 - by calling: 1-877-696-6775

Effective Date: 06/26/2024



- by visiting: www.hhs.gov/ocr/privacy/hipaa/complaints
- Therapists will not retaliate against you and/or your child for filing a complaint.

YOUR CHOICES

For certain PHI, you can provide your preferences with therapists about what is shared. If you have clear preferences for how you want your child's PHI shared for the situations described below, please talk to your child's Therapist. Your child's Therapist will follow your instructions.

- **SHARE PHI IN A DISASTER RELIEF SITUATION.**
 - You can provide your preferences with your child's therapist about what is shared in the event of a disaster.
 - If you are not able to share your preference (for example: if you are unconscious), your child's Therapist may share PHI if it is believed to be in your child's best interest.
 - Your child's Therapist may also share PHI if needed to lessen a serious and imminent threat to health or safety.
- **USE OR PROFIT FROM PHI.**
 - Without written permission, the Therapy Program at CDRC will never:
 - Use your child's PHI for marketing purposes.
 - Sell your child's PHI.

OUR USES AND DISCLOSURES

The mental health care practice at CDRC strives to use and share PHI for the benefit of your child. Therapists make reasonable efforts to limit PHI used and shared to the minimum amount needed. Your child's Therapist typically uses and shares PHI in the following ways:

- **RUN THE THERAPY PROGRAM AT CDRC.**
 - Your child's Therapist may use and share PHI to support the day-to-day operations of the Therapy Program. Ask your child's Therapist for more information.
- **SCHEDULE APPOINTMENTS AND PROVIDE REMINDERS.**
 - To schedule appointments and provide reminders, your child's Therapist may share PHI while contacting you via telephone, email, or other messaging systems used at CDRC.
- **COORDINATE AND COLLABORATE WITH CDRC STAFF.**
 - Your child's Therapist coordinates and collaborates with different members of CDRC's staff based on your child's specific needs. Your child's Therapist frequently coordinates and collaborates with other members of the therapy team, including administrative staff. Your child's Therapist may also coordinate and collaborate with educational staff and classroom interns in order to provide the best treatment for your child. See the "Notice of Collaborative Care" document or ask your child's Therapist for further information.

Effective Date: 06/26/2024



OTHER USES AND DISCLOSURES

Usually for public good (for example: public health or research), therapists are permitted or required to share PHI. By law, certain conditions must be met before PHI can be shared for this purpose. You can gain more information by visiting: www.hhs.gov/privacy/hipaa/understanding/consumers/index.html

- **HELP WITH PUBLIC HEALTH AND SAFETY.**
 - Therapists may share PHI in certain situations, such as:
 - Preventing disease.
 - Helping with product recalls.
 - Reporting adverse reactions to medications.
 - Reporting suspected abuse, neglect, or domestic violence.
 - Preventing or reducing a serious threat to anyone's health or safety.
- **DO RESEARCH.**
 - Therapists may use or share PHI for health research.
- **COMPLY WITH STATE OR FEDERAL LAW.**
 - Therapists will share PHI if state or federal laws require it.
 - If Health and Human Services requests PHI to ensure therapists' compliance with federal privacy law, your child's Therapist will share PHI.
- **RESPOND TO POSTMORTEM REQUESTS.**
 - Therapists may share PHI with organ procurement organizations postmortem.
 - Therapists may share PHI with a coroner, medical examiner, or funeral director postmortem.
- **ADDRESS WORKER'S COMPENSATION, LAW ENFORCEMENT, AND GOVERNMENT REQUESTS.**
 - Therapists may use or share PHI:
 - For workers' compensation claims.
 - For law enforcement purposes or with a law enforcement official.
 - With health oversight agencies for activities authorized by law.
 - For special government functions, such as military, national security, and presidential protective services.
- **RESPOND TO LAWSUITS AND LEGAL ACTIONS.**
 - Therapists may share PHI in response to a court or administrative order, or in response to a subpoena.

Effective Date: 06/26/2024