

PRIVACY NOTICE

Occupational Therapy Consulting, LLC (OTC), is required by law to maintain the privacy of Protected Health Information (PHI) and provide all clients with this notice to advise each client of our legal duties and the privacy practices of our office. This notice of privacy practices will describe various ways that we may use and disclose PHI to provide treatment, obtain payment, or for other specified purposes permitted or required by law. This notice will also describe your rights pertaining to PHI.

Permitted Disclosures include the following:

- We may use your PHI to provide treatment. This includes communication with other Health Care providers involved in the care of the client. PHI will only be shared in the event of a life threatening situation or in the case of non-life threatening situations, per your signed consent.
- We may use your PHI to communicate with persons designated to be involved in the direct treatment of the client, per your signed consent.
- We may use your PHI for health related communications including reminder calls or e-mails for appointments scheduled or appointments missed. We will always disclose the minimum information necessary for this type of communication. Please advise us in writing if you do not wish to receive a reminder call or e-mail.
- We may disclose PHI, as required by law, to public health or legal authorities in charge of preventing/controlling disease.
- We may disclose PHI, as required by law for law enforcement purposes or judicial proceedings, in response to a subpoena or other legal process including a discovery request or a court order.
- We may disclose PHI to researchers whose research has been approved by an institutional review board as having appropriate protocol to ensure the privacy of your information.

Your Information Rights include the following:

- You may obtain a written copy of this notice upon request at any time.
- You may request specific restrictions on use or disclosure of your PHI by submitting the request in writing to: K. Beins OTR/L, Occupational Therapy Consulting, 47 E. South St., Suite 01-A Frederick, MD 21701 . We are not required to agree to the additional restrictions; however if the request is reasonable we will honor it.
- You have the right to access your PHI contained in our record for the duration that the PHI is maintained in our office. To do so, we must receive a written request from you. By law, we are entitled to assess a processing fee of \$.15 per page and a fee for the cost of actual postage.
- You may request an amendment to your PHI if you feel that it is incorrect or incomplete. You must supply a written request that includes a reason that supports the requested amendment.
- You may request an accounting of PHI disclosures made by our office for purposes other than treatment, payment, or health care operations.
- You may request alternative means of communicating PHI. Your written request must include specifically how and where you would prefer to be contacted.