



Kelly A. Smith, M.S. CCC-SLP
9910 White Blossom Blvd.
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www.timetotalk.pro

Notice of Time to Talk Privacy Practices

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Time to Talk, LLC (TTT) has established policy and procedure to safeguard your "protected health information" (PHI). We are giving you a printed copy of this notice before any services are provided because we want you to understand that protecting that information isn't just a matter of TTT policy, it is actually federal law that we take necessary steps to protect the privacy of your information and inform you of these steps. That law is called the Health Insurance Portability and Accountability Act, or HIPAA. All TTT staff are required to abide by the terms of HIPAA and our policies and procedures. In that regard, we want to be aware of the following privacy practices of Time to Talk, LLC:

Your consent will be secured before use or disclosure of protected health information (PHI) for treatment, payment, or health care administration. When you authorize the release of PHI, the disclosure will only be for the specific purpose you authorize (e.g., treatment, payment, or health care operations), to the specific party you authorize, and the time period listed on the consent form. If, for example, you were seeking reimbursement from an insurance company, we would first get your written authorization to release only that information necessary to secure payment. Only then would we release that information which you specifically authorized.

While TTT is not legally bound to agree to certain types of requests, you do have the right to request restrictions on the uses or disclosures of PHI for treatment, payment, or health care operations. And even after granting consent, you can revoke the consent, except to the extent that TTT has already taken prior action.

How we may use and disclose health information

- Family and friends involved in your child's care or payment.
- Disclosures to public health authorities to prevent or control disease.
- Disclosures to public authorities as part of a report of child abuse, neglect or domestic violence.
- Data for health or educational oversight activities, such as audits, investigations or inspections.



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- To avert a serious threat to health or safety or to prevent serious harm to an individual.
- To secure emergency medical treatment for your child in the event of an accident or injury.
- Participation in a qualifying research project.
- As required by law, such as for law enforcement or in response to a lawful subpoena or court order.
- Coroners or medical examiners, as necessary, to carry out their duties.
- To provide you with information about treatment alternatives or new health related services that may be of interest to you.
- Appointment reminders.

Your Rights

Right to inspect and copy. You have a right to inspect and copy health information that may be used to make decisions about your child's care or payment for your child's care. This includes medical and billing records. To inspect a copy of this health information, you must make a request in writing.

Right to amend. You have the right to amend PHI and receive a report on disclosures we have made. Please be aware that requests for inspection, copying, release, or amendment may be denied if the information was not created by TTT, is not available for inspection and copying, or is not correct and complete. While more detailed information on our procedures is available upon request, as general guidelines:

- Within 30 days of an inspection or copy request, we will fulfill your request or, if we deny your request according to TTT policy or applicable state/federal law, tell you the reason for that decision. We do charge a fee for each page copied. A staff member will tell you the amount of those charges before preparing the requested copies.
- If you amend information in your record, we will make a reasonable effort to notify persons or organizations of the now amended information. If a request to amend your record is denied, you have the right to place a written statement of disagreement in your file, although TTT may also enter into your record a rebuttal to your statement of disagreement.
- We put a note in your record whenever a disclosure is made for a reason other than treatment or payment. This note includes the disclosure date, a description of the information provided, the name and address of the information recipient, the purpose of the release, and a copy of the disclosure request.



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Right to an Accounting of Disclosures. While you can find these notes in your record, you also have a right to receive a summary of disclosures we have made regarding your child's health and education information. The list does not include disclosures we made directly to you, friends or family members, disclosures you authorized in writing, disclosures to third party payers or disclosures related to our daily business operations. To request an accounting of disclosures, you must make a request in writing to Kelly Smith.

Right to Request Restrictions. You have the right to request a restriction or limitation on the health information we use or disclose. You also have the right to request a limit on the health information we disclose to someone involved in your child's care or the payment for your child's care, like a family member or friend. To request a restriction, you must make a request in writing. We are not required to agree to your request. If we agree, we will comply with your request unless the information is needed to provide your child with emergency treatment.

Right to Request Confidential Communication. You have the right to request that we communicate with you in a certain way or at a certain location. For example, you can ask that we contact you only by email or at work.

Right to File a Complaint. You have the right to file a complaint if you feel that we fail to comply with our policies and procedures regarding privacy, any provisions of this notice, or any other privacy related matter. Concerns you may have should be submitted in writing to Kelly Smith/Time to Talk, LLC 9910 White Blossom Boulevard Louisville, KY 40241. However, prior to submission of a written complaint, concerns can be brought to Kelly Smith by phone (502) 377-6843.

Changes to this notice

We reserve the right to change this notice. The new notice will apply to health and education information we already have, as well as any information we receive in the future. We will give all current clients a copy of any updated privacy notice. The notice will contain the effective date on the first page.



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Complaints

If you believe your privacy rights have been violated, you may file a complaint with TTT. To file a complaint with TTT, contact:

Kelly Smith
Time to Talk, LLC
9910 White Blossom Boulevard
Louisville, KY 40241

All complaints must be made in writing. You will not be penalized for filing a complaint.

This notice is effective in its entirety as published on December 11, 2008.