



6317 Highway 329
Crestwood, KY 40014

PHONE
502.384.0910

FAX
502.384.0908

Disclaimer:

The information provided in this document does not constitute, and is no substitute for, legal or other professional advice. Users should consult their own legal or other professional advisors for individualized guidance regarding the application of the law to their particular situations, and in connection with other compliance-related concerns.

Acknowledgement of Receipt of Notice

I hereby acknowledge that I received a copy of this medical practice's Notice of Privacy Practices.

YES NO (circle one) I would like to receive a copy of any amended Notice of Privacy Practices

by e-mail at: _____.

Signed: _____

Date: _____

Print Name: _____

Telephone: _____

If not signed by the patient, please indicate relationship:

- parent or guardian of minor patient
- guardian or conservator of an incompetent patient
- beneficiary or personal representative of deceased patient

Name of Patient: _____

For Office Use Only:

Signed form received by: _____

Acknowledgment refused:

Efforts to obtain: _____

Reasons for refusal: _____



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Notice of Privacy Practices, Effective 9/15/2011

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

The Chatter Box, LLC is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices please contact:

The Chatter Box, LLC 6317 Highway 329, Crestwood, KY 40014 (502-384-0910)

I. How The Chatter Box, LLC may Use or Disclose Your Health Information

The Chatter Box, LLC collects health information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of The Chatter Box, LLC, but the information in the medical record belongs to you. The Chatter Box, LLC protects the privacy of your health information. The law permits The Chatter Box, LLC to use or disclose your health information for the following purposes:

1. Treatment. Treatment will take place in the home, the community or in-center. Medical information will be used to develop specialized programs and document progress.
2. Regular Health Care Operations. The Chatter Box, LLC offers Primary Level Evaluations, Developmental Intervention/Play Group, Occupational Therapy, Physical Therapy, and Speech Therapy, services through First Steps and directly to patients.
3. Information provided to you. Your health information maybe used day to day for example: information on services to support finances, reporting, and activities to evaluate and promote quality.
4. Required by law. As required by law, we may use and disclose your health information.
5. Public health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.
6. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
7. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.
8. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board or The Chatter Box, LLC's privacy board.
9. Marketing. We may contact you to provide appointment reminders or to give you information about other treatments or health-related benefits and services that may be of interest to you.

II. When The Chatter Box, LLC May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, The Chatter Box, LLC will not use or disclose your health information without your written authorization. If you do authorize The Chatter Box, LLC to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

III. Your Health Information Rights

1. You have the right to request restrictions on certain uses and disclosures of your health information. The Chatter Box, LLC is not required to agree to the restriction that you requested.
2. You have the right to receive your health information through a reasonable alternative means or at an alternative location.
3. You have the right to inspect and copy your health information.
4. You have a right to request that The Chatter Box, LLC amend your health information that is incorrect or incomplete. The Chatter Box, LLC is not required to change your health information and will provide you with information about The Chatter Box, LLC's denial and how you can disagree with the denial.
5. You have a right to receive an accounting of disclosures of your health information made by The Chatter Box, LLC, except that The Chatter Box, LLC does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you), 5 (directory listings) and 16 (certain government functions) of section I of this Notice of Privacy Practices.
6. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact

The Chatter Box, LLC 6317 Highway 329, Crestwood, KY 40014 (502-384-0910)

IV. Changes to this Notice of Privacy Practices

The Chatter Box, LLC reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, The Chatter Box, LLC is required by law to comply with this Notice.

****The Chatter Box, LLC will communicate the revised Notice as soon as possible.

V. Complaints

Complaints about this Notice of Privacy Practices or how The Chatter Box, LLC handles your health information should be directed to:

The Chatter Box, LLC 6317 Highway 329, Crestwood, KY 40014 (502-384-0910)

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Department of Health and Human Services
Office of Civil Rights
Hubert H. Humphrey Bldg.
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, DC 20201

You may also address your complaint to one of the regional Offices for Civil Rights. A list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>.

