

Notice of Privacy Practices

Please review this notice carefully (effective 1/15/09)

The HIPAA Privacy Rule gives individuals a right to be informed of the privacy practices of healthcare providers, as well as to be informed of their privacy rights with respect to their personal health information. This notice describes how medical information about you and your child may be used and disclosed. This notice also describes how you can access this information.

Protected Health Information

Your protected health information is health information that contains identifiers, such as your name, child's name, date of birth, social security number, or other information that reveals who you are.

TRSNS Responsibility

By Law we must:

- Protect you and your child's protected health information.
- Give you legal notice of our legal duties and tell you about your rights regarding you and your child's protected health information.
- Tell you about our Privacy Practices and follow our notice currently in effect.
- Require all employed staff of TRSNS to follow this notice.
- Request written authorization to use or disclose information about you or your child that is not related to the situations covered below.

We may use and disclose you and/or your child's protected health information in the following situations:

- Treatment: In order to provide and coordinate the care your child needs (such as speaking with his/her teacher at TRSNS or communicating with outside therapists).
- Without your prior authorization, but subject to certain requirements as for public health purposes, emergencies, and reporting of suspected child abuse/neglect.
- When required by law.
- To a friend or family member who is involved in your child's medical care.

Changes to this notice

- We may change this notice and our privacy practices at any time, as long as the change is consistent with state and federal laws. If we make a new change, we will promptly provide you with an updated notice indicating the new effective date.
- You will be asked to acknowledge in writing your receipt of this notice and any updated notices.

Notice of Privacy Practices (continued)

Your rights regarding you and your child's protected health information

You have the right to:

- In most cases, look at or receive a copy of medical information that we use to make decisions about your child's treatment, when you submit a written request.
- Request that we correct, update, or amend records that you believe are incorrect or missing important information by submitting a written request that gives your reason for requesting the amendment.
- Request a list of instances in which information about you and/or your child was disclosed, when you submit a written request. The request must state a time period, between enrollment in TRSNS and two years after exiting TRSNS.
- Receive a paper copy of this notice.
- Request your child's protected health information be shared with you in a confidential manner, such as sending information to an address other than your home or not leaving messages on a answering machine. Written notification of your requests must be submitted.
- All written requests should be submitted to the TRSNS Director.

Contacts:

- Rene Shiohama - TRSNS Director, Early Childhood Programs
Email: rshiohama@trsns.org
- U.S. Department of Health and Human Services, Office of Civil Rights