



### NOTICE OF PRIVACY PRACTICES

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#### **THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

Carolina School Services is required to protect the privacy of your child's health information that may identify its Patients. This health information includes health care services that are provided to its patients, payment for those health care services, or other health care operations provided on your child's behalf. This agency is required by law to inform you of our legal duties and privacy practices with respect to your child's health information through this Notice of Privacy Practices. This Notice describes the ways we may share your child's past, present and future health information, ensuring that we use and/or disclose this information only as we have described in this Notice.

#### **Use and Disclosure of Health Information without Authorization**

##### **Treatment**

Carolina School Services may use or disclose your health information, as needed, in order to provide, coordinate, or manage your health care and related services. This includes sharing your health information with other health care providers, both within and outside this agency, regarding your treatment when we need to coordinate and manage your health care.

##### **Payment for Services**

Carolina School Services may use and give your child's health information to other staff and health plans you designate to bill and collect payment for the health care services received by your child. We may share information with your health plan to determine coverage status prior to scheduled services. We will share adequate information with departments that prepare bills and manage client accounts in order to ensure payment for services rendered. We may share your child's health information with agents of your insurance company or health plan to confirm services that were provided to your child. We may also share your child's health information with facility staff who review client services to make certain your child has received appropriate care and treatment.

##### **Health Care Operations**

Carolina School Service may use or disclose your child's health information in performing a variety of business activities that we call "health care operations". These "health care operations" allow us to improve the quality of care we provide to you and our other clients and help us to reduce health care costs.

##### **Other Circumstances**

Carolina School Services may use and/or disclose your child's health information for those circumstances that have been determined to be so important that your authorization may not be required. Prior to disclosing your child's health information, we will evaluate each request to ensure that only necessary information will be disclosed. Those circumstances include disclosures that are:

- In communication with individuals involved in your child's care or payment for your child's care
- Regarding health-related communication with you
- For the prevention or control of disease and in the interest of public health
- When and as required by law, For law enforcement purposes unless otherwise prohibited by State or Federal law; For court proceedings such as court orders to appear in court with your child's health information
- To avert a serious threat to the health or safety of a person or the public;
- If, in Carolina School Services professional opinion, the patient is a victim of abuse, neglect, or domestic violence

#### **Your Rights Regarding Your Health Information**

You have the following rights regarding your health information as created and maintained by this agency.

**Right to receive a copy of this Notice :** You have a right to receive a copy of Carolina School Services' Notice of Privacy Practices. You will be given a copy of this Notice and asked to sign acknowledgement that you have received it.

**Right to request different ways to communicate with you:** You have the right to request to be contacted at a different location or by a different method. We will agree with your request as long as it is reasonable to do so; however, your request must be made in writing and forwarded to our agency Privacy Official.

**Right to request to see and copy your health information:** You have the right to request to see and receive a copy of your child's health information in clinical, billing, and other records that are used to make decisions about your child. Your request must be in writing and forwarded to our agency Privacy Official. If your request is approved, you may be charged a fee to cover the cost of the copy, excluding labor costs. Instead of providing you with a full copy of the health information, we may give you a summary or explanation of your health information, if you agree in advance to that format and to the cost of such information. Your request may be denied under certain circumstances. If we do deny your request, we will explain our reason for doing so in writing and describe any rights you may have to request a review of our denial.

**Right to request amendment of your health information:** You have the right to request changes in your child's health information in clinical, billing, and other records used to make decisions about your child. If you believe that we have information that is either inaccurate or incomplete, you may submit a request in writing to our agency Privacy Official and explain your reasons for the amendment. We must respond to your request within 60 days of receiving your request. If we deny your request to change your health information, we will tell you in writing the reasons for denial and describe your rights to give us a written statement disagreeing with the denial. If we accept your request to change your child's health information, we will make reasonable efforts to inform others of the changes, including persons you name who have received your child's health information and who need the changes.

**Right to request a listing of disclosures we have made:** You have the right to request and receive a written list of certain disclosures of your child's health information, made after April 14, 2003. You may ask for disclosures we made up to six years before your request. This listing will include the date of the disclosure, the name (and address, if available) of the person or organization receiving the information, a brief description of the information disclosed and the purpose of the disclosure. Your first request for a listing of disclosures will be provided to you free of charge. However, if you request a listing of disclosures more than once in a 12 month period, you may be charged a reasonable fee. We will inform you of the cost involved and you may choose to withdraw or modify your request at that time, before any costs are incurred.

**Right to request restrictions on uses and disclosures of your health information:** You have the right to request that we limit our use and disclosure of your child's health information for treatment, payment, and health care operations. You also have the right to request a limit on the health information we disclose about your child to someone who is involved in your child's care or the payment of your child's care, such as a family member or a friend. We are not required to agree to such request. However, if we do agree, we must follow the agreed upon restriction (unless the information is necessary for emergency treatment or unless it is a disclosure to the U.S. Secretary of the Department of Health and Human Services). You or your personal representative may cancel the restrictions at any time. In addition, this agency may cancel a restriction at any time, as long as we notify you of the cancellation.

**For more information or to report a problem:** If you believe your child's privacy rights have been violated by us, or if you want to complain to us about our privacy practices, you may contact our agency Privacy Official. If you file a complaint, we will not take any action against you or change our treatment of you, in any way. All complaints should be submitted in writing. **policy). Contact information is as follows:**

Carolina School Services Privacy Official  
525 S. White St, Wake Forest NC 27587  
984-289-3890  
Info@carolinaSchoolServices.com

**Right to Change person of this Notice:** We may change the terms of this notice at any time. If we change this Notice, we may make the new notice terms effective for your child's entire PHI that we maintain, including any information created or received prior to issuing the new notice. If we change this notice, we will post new notice on our website. You may also obtain any new notice by contacting us through our website, in person, or by mail addressed to the address above.