

# **PEDIATRIC WELLNESS NETWORK AND ADULT REHAB**

901-B Route 73 North Marlton, NJ 08053 Office 856-751-1937 Fax 856-751-1938

## **Notice of Privacy Practices**

Your Personal Medical Information: How it can be used and shared

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

Reasons Why Your Health Information Is Shared

### **Highly Confidential Health Information**

Some health information is "highly confidential" because it is specially protected under New Jersey law. "Highly confidential" information includes treatment information about mental health, drug or alcohol abuse/dependence, H I V -related information, tuberculosis information, and genetic information. We are generally not permitted to disclose your highly confidential health information unless you authorize us to do so. You may learn more about when we are permitted to disclose your highly confidential health information without your permission by contacting our privacy officer.

### **Treatment, Payment and Health Care Operations Activities ("TPO")**

We may use or disclose your health information for TPO purposes without your written authorization. This means that those who are involved in your care and treatment will have access to your health information. In order for us to receive payment for the care we provide to you, we will tell your insurance company about the care. We may also use health information for our own purposes, such as monitoring, planning and developing our care and services and educating our staff.

We may also provide health information from your medical records for the TPO activities of another healthcare provider or agency that is not affiliated with us. We would release information about you only if it were in connection with care or services that have been or will be delivered to you (including payment for such care or services).

### **Other Uses and Disclosures Not Requiring Your Authorization**

- We may also use or disclose your health information for the following:
- To inform you about treatment options or alternatives, or health-related benefits or services that we think may be of interest to you.
- To provide you with appointment reminders, such as voicemail messages, postcards or letters.
- To business associates that perform certain key functions or processes for us. Business Associates must provide written assurances that they will safeguard and protect the privacy of your health information.
- To communicate with authorities when we are required to do so by law, for health oversight activities conducted for or by governmental agencies, and for public health activities, such as to report suspected child abuse, communicable disease or certain types of injuries.
- For workers' compensation or similar programs as permitted or required by law.
- To military command authorities as required by law if you are or were a member of the armed forces. To prevent or lessen a serious threat to your health and safety or the health and safety of someone else. For law enforcement purposes, if we are permitted to do so by law, and to authorized federal officials if we are directed to do so by court order.
- To correctional institutions if required to do so by law.

# **PEDIATRIC WELLNESS NETWORK AND ADULT REHAB**

901-B Route 73 North Marlton, NJ 08053 Office 856-751-1937 Fax 856-751-1938

## **When You Can Restrict the Use of Information**

You may restrict or limit our use of disclosure of your health information for the following purposes:

For the involvement of your family or others in your care or payment for your care.

Other uses and disclosures of your health information not covered by this Notice will be made only with your written permission. You can revoke that permission, in writing, but if you do, we are unable to take back any disclosures we already made with your permission.

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

You have the right to review and copy your health information, with limited exceptions. You must submit your request in writing to **Pediatric Wellness Network and Adult Rehab (Speech Path Services LLC and Better Speech and Feeding Center Inc., Amy L Hay LLC, Jennifer Bergman LLC, KLG Pediatric Therapy LLC)**. We may charge a fee to provide you with copies. We may deny your request to look at or get a copy of your health information. If we do, we will explain the reasons to you, and in most cases you may have the denial reviewed.

You have the right to request corrections to your health information. Your request must be in writing, and it must explain the corrections to be made. We may deny your request under certain circumstances if we do; we will explain the reasons to you.

With certain exceptions you have the right to know when we have shared your information without your authorization. We will provide you with a listing of those disclosures if you request it. If you request this listing more than once in a 12 month period, we may charge you a fee for the additional requests. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we contact you only at work or by mail. Your request must be in writing, and you must tell us where or how to contact you. We may require you to explain how payments will be handled under the alternative means or location you request.

**Pediatric Wellness Network and Adult Rehab (Speech Path Services LLC and Better Speech and Feeding Center Inc., Amy L Hay LLC, Jennifer Bergman LLC, KLG Pediatric Therapy LLC)** is committed to protecting the privacy of patients. As required by law, we treat all health information confidentially. **Pediatric Wellness Network and Adult Rehab (Speech Path Services LLC and Better Speech and Feeding Center Inc., Amy L Hay LLC, Jennifer Bergman LLC, KLG Pediatric Therapy LLC)** has developed a Privacy Compliance Program to ensure the privacy and confidentiality of your health information. This notice describes the privacy practices of **Pediatric Wellness Network and Adult Rehab (Speech Path Services LLC and Better Speech and Feeding Center Inc., Amy L Hay LLC, Jennifer Bergman LLC, KLG Pediatric Therapy LLC)**

## **Understanding Your Health Record Information**

Each time you visit **Pediatric Wellness Network and Adult Rehab (Speech Path Services LLC and Better Speech and Feeding Center Inc., Amy L Hay LLC, Jennifer Bergman LLC, KLG Pediatric Therapy LLC)** we create a record of your visit. Typically, this record contains your symptoms, examination, diagnoses, treatment, and a plan for future care or treatment. This medical record is a valuable tool that serves a number of purposes, such as:

Planning your care and treatment.

## **PEDIATRIC WELLNESS NETWORK AND ADULT REHAB**

901-B Route 73 North Marlton, NJ 08053 Office 856-751-1937 Fax 856-751-1938

Communicating with those who provide you with care or services allowing your insurer to verify that services billed were actually provided Educating healthcare professionals.

Providing information for your planning and marketing activities.

Assessing our own performance so that we can continue to improve our quality of care and services.

Although the physical record that we create is the property of **Pediatric Wellness Network and Adult Rehab (Speech Path Services LLC and Better Speech and Feeding Center Inc., Amy L Hay LLC, Jennifer Bergman LLC, KLG Pediatric Therapy LLC)**, the information, in it is about you, and it belongs to you. We want to help you make informed decisions about who has access to your health information.

### **Our Legal Duty**

We are required by law to protect your health information. We are also required to give you this Notice about our privacy practices, our legal duties and your rights concerning your health information. We will follow the privacy practices that are in this Notice while it is in effect.

### **For More Information**

IF you have questions or would like additional information, you may contact our privacy officer (Keli Hunter):

Pediatric Wellness Network and Adult Rehab  
(Speech Path Services LLC and Better Speech and Feeding Center Inc.)  
(Amy L Hay LLC, Jennifer Bergman LLC and KLG Pediatric Therapy LLC)  
901-B 73 North  
Marlton, NJ 08053

### **Effective Date/Revisions**

The effective date of this notice is May 3, 2016.

We reserve the right to change our privacy practices and the terms of our Notice at any time, as permitted by law. We reserve the right to make those changes effective for all health information that we maintain, even if we created or received it before we made the Changes.

Our privacy practices, as described in this Notice, will remain in effect until we change this Notice. If significant changes are made to our privacy practices, we will change this Notice and make the new Notice available upon request.