



## Notice of Privacy Practices

LAUNCH will ask you to sign an Acknowledgement that you have received with this Notice of Privacy Practices (Notice). The Notice describes, in accordance with the HIPAA Privacy Regulations, how LAUNCH may use and disclose your protected health information to carry out treatment, payment or health care operations and for the other specific purposes that are permitted or required by law. The Notice also describes your rights and Launch's duties with respect to protected health information about you.

If you have any questions about this Notice or about our privacy practices, please contact Chantelle Varnado at (225)238-1741.

### **Treatment, Payment and Health Care Operations**

LAUNCH is a non-profit preschool and therapy center, which offers a variety of services for individuals with disabilities and for their families. These services include occupational, physical, and speech-language therapy, as well as a multi-disciplinary early intervention program and other programs to serve the patients and their families. Therapy is provided both individually and in groups, primarily at our therapy clinic, with some community-based therapy sessions.

We may use or disclose health care information to receive payment for services from state agencies, parish agencies, insurance companies or others who pay costs of some of all of your health care.

We will use your health care information to carry out health care operations. This includes but is not limited to: scheduling appointments, greeting and announcing on arrival, assisting your therapist/therapy team during the child's appointment, arranging referrals, and maintaining records. We may use your health care information to evaluate the quality and competence of our therapists and other health care staff.

All employees, staff, volunteers, contractors, and other personnel of LAUNCH must abide by these policies. Organizations affiliated with LAUNCH work together in an integrated setting for education and training purposes will also follow these policies. HIPPA permits a single Notice to describe how your health care information will be protected.

## **Notification and Disclosures with Family or Business Associates**

Using their judgment as health care professionals, our staff may disclose your child's health care information to a personal/legal representative (one who has valid Power of Attorney, a conservator or a guardian), another person responsible for care. We form contracts with entities known as Business Associates to whom we perform services for. We may disclose health care information in the interest of handling your child's case as it relates to meetings and reporting. We require all Business Associates to appropriately safeguard the health care information.

## **Other Required or Permitted Disclosures**

We may disclose your health care information to the following entities and/or under given circumstances:

- collaboration with other professionals with in the LAUNCH organization working directly with your child may involve disclosing health information to provide optimal services.
- to public health authorities for the purpose related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting disease of infection exposure;
- to health agencies during the course of audits, investigations, inspections, licensure and other proceedings;
- in the course of any administrative or judicial proceedings;
- to law enforcement officials for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes;
- to researchers conducting research that has been approved by an Institutional Review Board;
- to contact the patient for the purpose of fundraising;
- to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public;
- to contact you as a reminder that you have an appointment for treatment.
- to provide you with information about other health-related benefits and services that may be of interest to you.

## **Authorized Use and Disclose of your Health Care Information**

We will obtain written authorization before using or disclosing health care information about your child for the purposes other than those listed above or otherwise permitted or require by law. You may revoke an authorization in writing at any time.

## **Your Health Care Information Rights**

- You have the right to request restrictions on certain uses and disclosures of your health care information. However, LAUNCH is not required to agree to the restriction that you requested.
- Upon written request, you have the right to receive your health care information through a reasonable alternative means or at an alternative location.
- You have the right to request or inspect a copy of your child's health care information. To receive a copy of your child's health care information, you must send a written request to the Executive Director.
- You have the right to inspect and request an amendment to your child's health information. We may deny your request if your request is regarding information that was not created by us, is not part of the information recorded by LAUNCH, or is accurate and complete.
- You have the right to request that we communicate with you about protected information in a certain way or at a certain location.
- You have a right to request an accounting of disclosures made for the purposes outlined by HIPPA.
- You have the right to a paper copy of this notice.

## **Our Responsibilities**

It is our responsibility to ensure your health information is kept private, provide notice of our legal duties and privacy practices, notify you in the event that we discover a breach of protected information, and follow the terms of this notice.

## **Changes to this Notice of Privacy Practices**

LAUNCH reserves the right to amend this Notice of Privacy Practice 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 amendments. Until such amendments are made, LAUNCH is required by law to comply with this Notice.

## **For Information or to Report a Problem**

If you have questions or would like additional information about our privacy practices, you may contact the Executive Director at LAUNCH. Complaints about how LAUNCH handles your health care information should be directed to LAUNCH's Executive Director. If you believe your rights have been violated you can file a complaint with the Secretary of Health and Human Services or go online to <http://www/hhs.gov/ocr/regmail.html> for a list of

offices.

Effective Date 8/3/15.