NOTICE OF PRIVACY PRACTICES
(Medical)

This notice describes how medical information about you may be used and disclosed by Learning Links, LLC and how you can get access to this information. Please review carefully.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires all medical records and other individually identifiable health information used or disclosed by Learning Links, LLC in any form, whether electronically, on paper, or orally, are kept properly confidential. HIPAA gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, Learning Links, LLC has prepared this explanation of how it is required to maintain privacy of your health information and how it may use and disclose your health information.

Learning Links, LLC may use and disclose your medical records only for each of the following purposes: treatment, payment, and health care operations, as defined herein:

- **Treatment** means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include physical examination;
- **Payment** means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment;
- **Health Care Operations** include the business aspects of running my practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review.

Learning Links, LLC may also create and distribute de-identified health information about treatment alternatives or other identifiable information.

Learning Links, LLC may contact you to provide appointment reminders of information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures by Learning Links, LLC will be made only with your written authorization. You may revoke such authorization in writing and Learning Links,
LLC is required to honor and abide by that written request, except to the extent that Learning Links, LLC has already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer.

The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. Learning Links, LLC is however, not required to agree to a requested restriction. If Learning Links, LLC does agree to a restriction, Learning Links, LLC must abide by it unless you agree in writing to remove it.

The right to reasonable requests to receive confidential communications of protected health information from Learning Links, LLC by alternative means or at alternative locations.

The right to inspect and copy your protected health information.

The right to amend your protected health information.

The right to receive an accounting of disclosures of protected health information.

The right to obtain a paper copy of this notice from us upon request.

Learning Links, LLC is required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of July 1, 2005 and Learning Links, LLC is required to abide by the terms of the Notice of Privacy Practices currently in effect. Learning Links, LLC reserve the right to change the terms of the Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. Learning Links, LLC will post and you may request a written copy of a revised Notice of Privacy Practices from Learning Links, LLC.

You have recourse if you feel that your privacy protections have been violated. You have the right to file written complaint with our office, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. Learning Links, LLC will not retaliate against you for filing a complaint.

For more information about HIPAA or to file a complaint, contact:

The U.S. Department of Health & Human Services
Learning Links, LLC

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