



HIPAA Notice of Privacy Practices for Personal Health Information

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOUR CHILD CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice Will Become Effective on July 1, 2007

This Notice of Privacy Practices from Montessori School of Louisville (MSL) relates to the health information we have about your child as a result of your child's medical or accident forms, and any incident that results in an injury while your child is within the custody of MSL. This information is called "Protected Health Information" or "PHI", and it includes individually identifiable information that relates to your child's past, present or future physical condition and related health care services. This notice describes how we protect the privacy of your child's PHI, explains how we may use and disclose PHI, and also describes your rights with respect to your child's PHI and how you can exercise those rights.

We are required to provide this notice of our legal duties and privacy practices with respect to your child's PHI by the Health Insurance Portability and Accountability Act (HIPAA). We are also required to maintain the privacy of your child's PHI, and follow the terms of this notice.

We reserve the right to change the terms of this Notice at any time and to make the revised or change Notice effective for PHI we already have about your child, as well as PHI we receive in the future. If the terms of this Notice materially change, you will receive a copy of the revised Notice from MSL.

Use and Disclosure of Your child's PHI

MSL takes steps to protect your child's PHI from inappropriate use or disclosure. MSL employees are required to comply with these privacy practices. They may look at your child's PHI only when there is an appropriate or legal reason to do so.

Your Authorization

Except as described in this Notice, MSL will not disclose your child's personal health information without your written authorization. You may revoke your authorization in writing at any time, except where mandated by legal requirements.

Uses and Disclosures for Payment

MSL may use and disclose your child's personal health information as necessary for payment purposes. For example, MSL may use or disclose your child's health information to determine eligibility for benefits, to obtain premiums, or to process and pay claims.

Disclosures to Business Associates

At times it may be necessary for MSL to disclose your child's health information to outside persons or organizations that it contracts with to assist it with certain services. Each Business Associate of MSL must agree in writing to ensure the continuing confidentiality and security for your child's health information.

Other Uses and Disclosures

MSL may also use and disclose your child's PHI without authorization as follows:

- As required by law;
- For public health activities;
- About victims of abuse, neglect or domestic violence;
- For health oversight activities;
- For judicial and administrative proceedings;
- To avert a serious threat to health or safety;
- For specialized government functions;
- For law enforcement purposes.

Your Rights

Right to Request Confidential Communications

You have the right to make a reasonable request to receive communication of PHI confidentially, by alternative means or at alternative locations.

Right to Inspect and Copy

You have the right to inspect and /or copy health information about your child.

Right to Paper Copy

You have the right to receive a paper copy of this Notice of Privacy Practices at any time.

Right to Request Amendments

You have the right to request that MSL amend your child's health information that you believe is incorrect or incomplete. We may deny your request if it is not in writing or does not include a reason that supports the request. Your request may also be denied if you ask MSL to amend PHI that:

- Is correct and complete;
- Is not part of the PHI kept by or for us;
- Was not created by us;
- Is not part of the PHI which your child would be permitted to see and copy

Right to Request Restrictions

You have the right to request restrictions on certain uses and disclosures of your child's health information. MSL is not required to agree to the restrictions that you request. However, MSL must adhere to any restrictions to which it agrees to make.

Exercising your Rights

If you want to exercise any of the rights described in this Notice, please submit a written request to the Contact Office (below). MSL will provide you with the necessary information and forms for you to complete and return

Complaints

If you believe your child's privacy rights have been violated by MSL, you have the right to complain to MSL or to the Secretary of the U.S. Department of Health and Human Services in Washington, D.C.

Contact Office

To request additional copies of this Notice or your rights, please contact:

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