



HIPAA Notice of Privacy Practices

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

Effective Date: February 6, 2016

Boston Sensory Solutions has been and always will be totally committed to maintain client confidentiality. We will only release healthcare information about you in accordance with federal and state laws and ethics of the allied health professions.

This notice describes our policies related to the use and disclosure of your healthcare information.

USES and DISCLOSURES

Providing treatment services, collecting payment and conducting healthcare operations are necessary activities in quality care. State and federal laws allow us to use and disclose your health information for the following purposes:

- **Treatment:** We may need to use or disclose health information about you to provide, manage, or coordinate our care or related services. Which could include consultants and potential referral sources. Boston Sensory Solutions will not release any information to coordinating providers without your *written* consent per a signed release form.
- **Payment:** Information needed to verify insurance coverage and/or benefits with our insurance carrier, to process your claims as well as information needed for billing and collection purposes. Boston Sensory Solutions releases limited information to our billing agency for the purpose of verifying and processing payment on behalf of our clients.

Other uses or disclosures that do not require your consent: There are some instances where we may be required to use and disclose information without your consent. For example, but not limited to: Information that you and/or your child report about physical or sexual abuse, then by Massachusetts State Law, we are mandated to report this to the Department of Children and Families. If you provide information that informs us that you are in danger of harming yourself or others. Information shared with law enforcement if a crime is committed on our premises or against our staff or as required by law such as a subpoena or court order.



Client Rights

At Boston Sensory Solutions you have the Right to:

- **Request how we contact you.** It is our normal practice to communicate with you at your home address and the daytime phone number given to us at intake. We may contact you via email and/or text message for matters of scheduling and case coordination with verbal permission. You have the right to request that our office communicate with you a different way.
- **Release your clinical records.** You may consent in writing to release your records to others. You also have the right to revoke an authorization, in writing at any time.
- **Inspect and copy your clinical and billing records.** You have the right to inspect and obtain a copy of your information contained in clinical records. Under limited circumstances we may deny your request to inspect or copy. If you request a copy of any information, we may charge a reasonable fee for the cost of copying, mailing and supplies.
- **Add information or amend clinical records.** If you feel that information in your medical record is incorrect or incomplete, you may ask us to add information to amend the record. We will make a decision on our request within 60 days. Under certain circumstances, we may deny your request to add or amend information. If we deny your request, you have a right to file a statement in your record that you disagree. We will require you to submit your request in writing and to provide an explanation concerning the reason for the request.
- **To complain:** If you believe your privacy rights have been violated, please contact the owner of Boston Sensory Solutions to discuss your concerns. If you are not satisfied with the outcome, you may file a written complaint with the Massachusetts Board of Allied Mental Health. An individual will not be retaliated against for filing a complaint.
- **To transfer to a new clinician:** If you feel that a clinician who has been assigned to work with you and/or your child and you would like to discuss changing to a new clinician within the Boston Sensory Solutions practice, please notify the owner of Boston Sensory Solutions to discuss your concern. Changes will be made at the discretion of said owner and are subject to availability of clinicians.
- **To receive changes in policy:** You have the right to receive any future policy changes secondary to changes in state and federal laws.