



Notice of Patient Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to information. Please review it carefully. If you have any questions, please contact us at (703) 813-6330.

What is our legal duty?

Early Start Therapy is required by law to protect the privacy of health information that might reveal your identity. We are required to provide you this notice about our health information privacy practices and follow the information practices that are described herein. You will be asked to sign an “acknowledgement” statement, indicating that you have been provided with this notice.

Who follows the policies in this notice?

- Any therapist employed or contracted by Early Start Therapy.
- All employees, workforce members, medical staff, trainees, and students.

This notice refers to practices followed by our medical and administrative staff, while you are a patient of Early Start Therapy’s. This notice refers to services provided at our office, the patient’s home or natural environment. Early Start Therapy’s workforce may at times be contracted to provide services on behalf of another entity or in another facility.

Exceptions: If you receive treatment in a facility or location not owned or operated by Early Start Therapy, other policies may apply. In addition, the privacy practices described in this notice do not apply to members of our workforce when they treat you in other facilities or have been contracted by another entity to provide services on behalf of that entity.



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What health information is protected?

Federal laws define “Protected Health Information” (or PHI) as any individually identifiable health information. It refers to protected health information that is created or received by or on behalf of Early Start Therapy; contained in the patient’s medical record or files, whether oral or recorded in any form or medium.

Summary of this Notice

1. Uses and Disclosures of Health Information

Early Start Therapy uses your personal health information primarily for treatment; obtaining payment for treatment; conducting internal administrative activities and evaluating the quality of care that we provide.

Early Start Therapy may use your personal health information to communicate with you about treatment, obtain payment for service or conduct our business operations. (Example: to provide appointment reminders.) Our staff may communicate information with you via telephone, fax, voice message, electronic/text message, email or other. However, we will obtain your permission to do so, or we are responding to an inquiry that you initiated via that method.

Early Start Therapy may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law. Early Start Therapy may use or disclose your health information if we have removed any information that might identify you. Early Start Therapy does not sell or disclose your protected health information for external marketing. However, we may use it internally to contact you with information about treatment alternatives or other health related benefits that could be of interest to you.



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In any other situation, Early Start Therapy's policy is to obtain your written authorization before disclosing your personal health information. If you provide us with a written authorization to release your information for any reason, you may later revoke that authorization to stop future disclosures at any time.

You may request that we transfer your records to another person or organization by completing a written authorization form.

2. Patient's Individual Rights

You have the right to access, inspect or obtain a copy of your personal health information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You also have the right to request an accounting of disclosures, with the exception of routine disclosures for treatment, payment and business operations.

You may also request in writing further restrictions on how we use or disclose your personal health information. However, we are not required to agree to the restriction you request unless you pay out of pocket, in full for services provided.

You have the right to request that we contact you in a way that is more confidential for you. We will try to accommodate reasonable requests.

Early Start Therapy will consider all requests on a case-by-case basis, but the practice is not legally required to accept them.

You have the right to name a personal representative who may act on your behalf to control the privacy of your health information. Parents and guardians will generally have the right to control privacy of health information of minors unless the minors are permitted by law to act on their own behalf.



Early Start Therapy

Early Start Therapy reserves the right to change its policy at any time. When changes are made, a new Notice of Privacy Practices will be posted on the website. You may also request an updated copy of our Notice of Information Practices at any time.

3. Concerns and Complaints

If you are concerned that Early Start Therapy may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your personal health information, please contact our Practice Director at the address listed below. No one will retaliate or take action against you for filing a complaint. You may also send a written complaint to the US Department of Health and Human Services.

For further information on Early Start Therapy's health privacy practices or if you have a complaint, please contact:

Deborah Akinyele

Early Start Therapy

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Tel: (240) 493-8193

Fax: (301) 710-6379