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## **Notice of Privacy Policy and Practices**

### **PURPOSE**

Let's Talk Speech Pathology Services, LLC understands the importance of safeguarding the privacy of our clients. This statement sets out our policy for dealing with personal information. It explains what types of information we collect, how we use that information, to whom we may disclose it, and how you can contact us if you have any questions.

The information that you provide to us will be handled in the strictest of confidence. We will only use or disclose the information in ways that are explained in this statement or where we are required to use or disclose the information by law.

### **TYPES OF INFORMATION COLLECTED**

Let's Talk Speech Pathology Services, LLC collects only the minimum amount of personal information needed to bill Medicaid and insurance companies. This information is used to obtain prescriptions for evaluations and treatment for services. It is also used for billing purposes and to write evaluation reports. Medicaid also requires Let's Talk Speech Pathology Services, LLC to obtain pertinent birth, medical, and developmental history from our clients.

### **DISCLOSURE**

Let's Talk Speech Pathology Services, LLC can share any of the personal information to non-affiliated entities or individuals, only as permitted by law. These non-affiliates include, but are not limited to, attorneys, accountants, auditors, client's authorized representatives, healthcare providers, third party administrators, and law enforcement.

You should be aware that we may disclose your personal information to third parties in any of the following circumstances:

- When audited by Medicaid and/or health insurance companies
- When obtaining prescriptions for evaluations and/or treatment from primary care physicians

### **RIGHTS TO ACCESS AND CORRECT PERSONAL INFORMATION**

Let's Talk Speech Pathology Services, LLC will make all information available to a client or a client's parent/guardian. If you think any of the information we hold about you is inaccurate or out of date, please contact us and we will review the relevant data.

Let's Talk Speech Pathology Services, LLC reserves the right to amend this privacy policy. Clients will receive notice of these changes, as in accordance to law. If you wish to discuss any aspect of this policy or would like to request an additional copy, please contact us at 343-4225 or 580-6619 or email info@letstalkar.com.