



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

This health care provider is required by law to maintain the privacy of health information about you or your child (as used herein, "you") and provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices please contact the therapist at 700 SW Higgins Ave, Suite 103. Missoula, MT 59803.

Effective Date of This Notice: January 1st, 2018

I. How the therapist may Use or Disclose Your Child's Health Information

Moving Mountains Therapy Center contracts with Eat.Move.Grow., LLC (occupational therapy and mental health) and Stack Speech Therapy Group., LLC (speech therapy and physical therapy) to provide clinical treatment services. A Eat.Move.Grow. or Stack Speech Therapy therapist may collect and store your child's clinical health or billing information in a chart and on a computer. Your clinical records are kept by Moving Mountains Therapy Center, PLLC. Your billing records are kept by Eat.Move.Grow, LLC or Stack Speech Therapy, LLC, as appropriate. However the information in these records belong to you. We will protect the privacy of your child's health information. However, the law permits the company use or disclose your child's health information for the following purposes:

1. Treatment.
 - Your child's health information may be used by or disclosed to school personnel, your child's physician(s), and personnel from other agencies as necessary to plan, coordinate, implement and evaluate health related services provided to your child.
 - Your child's health information may be disclosed to your child's Medicaid Passport provider to obtain the provider's referral. Also, the therapist is required to share progress summaries, evaluation reports and discharge summaries with Passport providers.
2. Payment.
 - Your child's health information may be used or disclosed to Montana Medicaid, CHIPS, private health insurers, or a person you identify as responsible for the payment of your child's account for the purpose of receiving payment for the services. In all cases, we will disclose the minimum amount of your child's health information necessary to receive payment. This generally includes your child's name, social security (Medicaid) number, diagnosis code(s), and the procedure codes and fees for the services your child received.
3. Regular Health Care Operations.
 - Portions of your child's health information may be periodically assessed by outside health insurance/medicaid auditors to evaluate and ensure proper records are kept. For example, caseload reports showing names, social security numbers, school attended, types of services received, and source of reimbursement for services may be evaluated to ensure that we are conforming to the State guidelines.
4. Information provided to you.

You have the right to request access to or amendment of your child's health information. In addition you have the right to request an account of disclosures we have made of your child's health information. You also have the right to request special privacy protections and a confidential channel of communication. All requests must be in writing and must follow a formal procedure for processing. The person who has given you this notice will help you make these requests.
5. Notification and communication with family. We may disclose your child's health information to notify or assist in notifying you, another family member, your personal representative or another person responsible for your child's care about your child's location or your child's general condition. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.
6. Required by law. As required by law, we may use and disclose your child's health information.
7. Public health. As required by law, we may disclose your child's health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

8. Health oversight activities. We may disclose your child's health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
9. Judicial and administrative proceedings. We may disclose your child's health information in the course of any administrative or judicial proceeding.
10. Law enforcement. We may disclose your child's health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.
11. Public safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

II. When the therapist May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, the therapist will not use or disclose your health information without your written authorization. If you do authorize the therapist to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

III. Your Health Information Rights

The below listed rights are not absolute and are subject to some limitations and conditions.

1. You have the right to request restrictions on certain uses and disclosures of your child's health information.
2. You have the right to receive your child's health information through a reasonable alternative means or at an alternative location.
3. You have the right to inspect and copy your child's health information.
4. You have a right to request that the therapist amend your child's health information that is incorrect or incomplete. We are not required to change your child's health information and will provide you with information about the denial and how you can disagree with the denial.
5. You have a right to receive an accounting of disclosures of your child's health information made by the therapist,
6. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of your rights or if you would like to exercise one or more of these rights, contact co- owners of Moving Mountains Therapy Center:

Laura Olsonoski, OTD, OTR/L Eat.Move.Grow.,LLC . Missoula MT 952-356-6778
 Shanna Stack, MS, CCC-SLP Stack Speech Therapy Group, LLC. Missoula MT 406-546-1103

IV. Changes to this Notice of Privacy Practices

The Company reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, the therapist is required by law to comply with this Notice.

V. Complaints

Complaints about this Notice of Privacy Practices or how the therapist handles your child's health information should be directed to:

HIPAA Privacy Officer, Laura Olsonoski, OTD, OTR/L Eat.Move.Grow.,LLC . Missoula MT 952-356-6778
 Shanna Stack, MS, CCC-SLP Stack Speech Therapy Group, LLC. Missoula MT 406-546-1103

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Department of Health and Human Services
 Office of Civil Rights
 Hubert H. Humphrey Bldg.
 200 Independence Avenue, S.W.
 Room 509F HHH Building
 Washington, DC 20201

You may also address your complaint to one of the regional Offices for Civil Rights. A list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>.