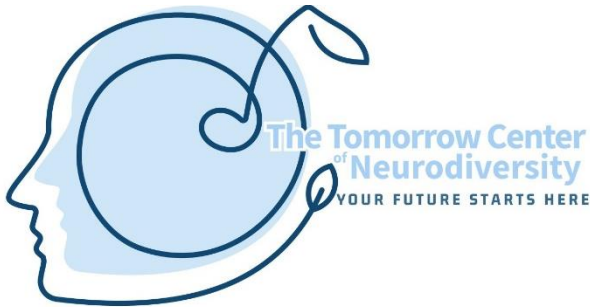




HIPAA Privacy Policy

Health Insurance Portability and Accountability Act Privacy Notice (HIPAA) (Parent Copy)

This notice describes how The Tomorrow Center Inc (The Tomorrow Center) uses and discloses your medical and other identifying Protected Health Information (PHI). In addition, this notice describes your legal rights in regards to your records, and the process for accessing your records. Please review this notice carefully.

As part of providing services, The Tomorrow Center will collect PHI about your child's health care and your family. The Tomorrow Center needs this PHI to provide quality services and to comply with certain legal requirements. This notice applies to all records generated by The Tomorrow Center. This law requires us to:

- Make sure that records with identifying PHI are kept private.
- Give you this notice of our legal duties and privacy practices with respect to PHI; and
- Follow the terms of the Privacy Notice that is currently in effect.

How The Tomorrow Center May Use and Disclose PHI

Listed below are a number of reasons or ways in which The Tomorrow Center may disclose PHI. In each category, there is an explanation of the reason and usually an example. This notice does NOT LIST EVERY USE OR DISCLOSURE IN A CATEGORY. The reasons The Tomorrow Center might disclose PHI includes:

>For Treatment: The Tomorrow Center may disclose PHI to The Tomorrow Center personnel or outside of The Tomorrow Center to others who are involved in providing care to you or your child. For example, The Tomorrow Center therapists meet weekly to discuss programming and therapy strategies and may share PHI at that time.

>For Payment: The Tomorrow Center may use and disclose PHI so that services may be billed and payment may be collected from an insurance company or a government health program.

The Tomorrow Center may also tell your health plan about a service your child may receive to obtain prior approval or to determine whether your health plan will cover the treatment. As legal guardians, you must provide informed consent for The Tomorrow Center to release this PHI.

>As Required by Law: The Tomorrow Center will disclose PHI when required by federal, state, or local law. For example, state law requires The Tomorrow Center to report suspected abuse or neglect to the proper authorities, which will require the release of PHI. This use of PHI does not require consent.

>To Avoid a Serious Threat to Health or Safety: The Tomorrow Center may use or disclose PHI when necessary to prevent a serious threat to your child's health and safety or the health and safety of the public or another person. As legal guardians, you will have the opportunity to provide written consent for this use of PHI.

>Health Oversight Activities: The Tomorrow Center may disclose PHI to a health oversight agency for activities authorized by law. Examples are government audits, investigations, inspections and licensure.

>Lawsuits and Disputes: If you are involved in a lawsuit or dispute, or if there is a lawsuit or dispute concerning our services or someone who provided services to you. The Tomorrow Center may disclose PHI in response to a court or administrative order. The Tomorrow Center may also disclose PHI in response to a subpoena, discovery request, or other lawful process from someone else involved in the dispute, but only if efforts have been made to inform you about the request prior to providing the PHI to allow you to obtain an order protecting the PHI requested.

>Law Enforcement: In certain situations, The Tomorrow Center may release PHI to law enforcement officials. For example, The Tomorrow Center might release PHI about you to identify or locate a missing person; about a death at The Tomorrow Center that may be the result of criminal conduct; or in emergency circumstances to report a crime, the location of the crime or victims, or the identity, description of location of the person believed to have committed the crime.

Your Rights and Your Child's Rights Regarding Your Protected Health Information

As legal guardian for your child, you have the following rights:

1. To Inspect and Copy The Tomorrow Center Service Records: Usually this includes medical and billing records.

2. To Amend your Records: If you believe that the PHI The Tomorrow Center has about you and/or your child is incorrect or incomplete; you may make a written request to the HIPAA

Compliance Officer to amend the PHI. You must include a reason that supports your request.

3. To Request Restrictions: You may request a restriction on the disclosure of PHI for treatment, payment or health care operations. Your request must be in writing to the HIPAA Compliance Officer. Your request must clearly state 1) what PHI is to be limited 2) whether you want to limit our use, our disclosure or both; and 3) to whom you want the limit to apply. For example, you could ask The Tomorrow Center not use or disclose PHI to a certain person about services your child has received.

The Tomorrow Center will comply with your request unless the PHI is needed to provide emergency treatment or to comply with a lawful and legal request or investigation.

4. To Receive a Paper Copy or Electronic Copy of this Notice: You have the right to receive a paper or an electronic copy of this notice from The Tomorrow Center. Contact Stephanie@thetomorrowcenter.com.

Additional Rights Under State Law

State privacy laws may provide additional privacy protections. Any such protections will be attached in a separate State addendum to this Notice.

Changes to this Notice

The Tomorrow Center may change this notice in the future. The Tomorrow Center can make the revised or changed notice effective for PHI The Tomorrow Center already has about you as well as any PHI The Tomorrow Center may create or receive in the future.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with the HIPAA Compliance Officer or with the Secretary of Health and Human Services. All complaints must be in writing. The Tomorrow Center will not retaliate against you for filing a complaint.