

ABC'nD Enterprises, LLC

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 REVIEW IT CAREFULLY.

We at ABC'nD Enterprises, LLC ("ABC'nD") are required by law to maintain the privacy of protected health information ("PHI"). PHI is any information that can, directly or indirectly, be used to identify a particular individual and relates to and one of the following:

- Past, present or future physical or mental health or condition of an individual
- The provision of health care to an individual
- Past, present or future payment for the provision of health care to an individual

We are also required by law to provide you with notice of our legal duties and privacy practices with respect to PHI, and to abide by the notice currently in effect. You can find the effective date of this notice at the bottom margin on the right hand side of each page.

By enrolling your child in a program of services at ABC'nD, you give your consent to the release of PHI to employees and/or business associates of ABC'nD as necessary for:

- Provision of treatment – such as review of diagnosis and relevant medical testing by the BCBA and Therapists assigned to the child.
- Health care operations – such as quality improvement and review functions by supervisory staff.
- Payment functions – such as obtaining verification of benefits and/or submission of a claim for payment to your insurance provider.
- Legal requirements – such as a request from a public health authority or other government authority as authorized by law, including, but not limited to, reporting incidences of identified abuse or neglect, cooperating with government investigations, and official document requests or subpoenas regarding judicial or administrative proceedings.
- Additional uses – such as contacting you to remind you of an appointment or to provide you with information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any additional disclosures will be made only with a written authorization from you, and such authorization may be revoked at any time by providing written notice of the revocation to the Privacy Officer for ABC'nD, except to the extent that ABC'nD has taken action in reliance on the authorization.

Additional information regarding use of our website and related privacy policies can be located on the website at www.abcndautism.com, via a link on the home page entitled: "Website Privacy Policies and Practices".

Effective Date: December 15, 2011

You have the following rights with regard to PHI, which can be exercised by making a request in writing to the Privacy Officer:

1. The right to request restrictions on certain uses and disclosures of protected health information as provided by law. We are not required to agree to a requested restriction.
2. The right to receive confidential communications of "PHI".
3. The right to inspect and copy protected health information. (A fee may apply if you want us to make your copies.)
4. The right to correct or add to PHI.
5. The right to an accounting of disclosures of PHI.
6. The right to receive a paper copy of this notice.

For further information, please contact our Privacy Officer, Chris Nutter, Director of Operations, ABC'nD Enterprises, LLC, 3930 Washington Street, Kansas City, Missouri 64111, 816-931-8300.

We reserve the right to change the terms of this notice and to make new notice provisions effective for all PHI that we maintain. We will provide you with a revised notice on your next appointment.

We appreciate the opportunity that complaints afford for us to correct any problems with our privacy policy. You will not be retaliated against for filing a complaint. You may submit any complaints in writing to the Privacy Officer at the address listed above. If you believe your privacy rights have been violated, you also have the option of filing a complaint with the U.S. Department of Health and Human Services, Office of Civil Rights.