

SPARKids, PLLC

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NOTICE OF PRIVACY PRACTICES**Introduction**

This practice is committed to protecting the privacy of your child's/adolescent's health information in accordance with federal HIPAA regulations and North Carolina law. This Notice explains how protected health information (PHI) may be used, disclosed, and how you can access it. Please review it carefully and ask any questions you may have.

Our practice provides psychological and educational evaluations only. There is no ongoing therapy or treatment relationship. Information gathered during evaluations is confidential and used solely for the purpose of assessment, reporting, and recommendations.

Who Must Follow This Notice

This Notice applies to all providers and staff in this practice who may handle your child's/adolescent's health information, as well as to our business associates (e.g., billing services, attorneys, accountants) who have signed agreements to protect PHI.

How We Protect PHI

- Paper records are stored in a locked, secure area.
- Electronic records are stored in a secure Electronic Health Record (EHR) system with password protection.
- Only the minimum necessary information is shared for the purpose of evaluation, reporting, or as required by law.

Uses and Disclosures of PHI

We may use or disclose PHI without your authorization for the following purposes:

- Treatment-related purposes:
- Sharing information with schools, physicians, or other professionals solely to complete the requested evaluation or to coordinate care related to the evaluation.
- Payment purposes:
- To submit claims to insurance carriers or provide documentation for reimbursement. Only the minimum necessary information will be shared.
- Health care operations:
- For internal quality control, licensing, accreditation, or other administrative purposes.

Uses and Disclosures Without Authorization

Certain disclosures are permitted or required by law, including:

- Child abuse or neglect:
 - If we suspect abuse or neglect, we must report it to the appropriate state agency.
- Adult abuse:
 - If we suspect abuse, neglect, or exploitation of an elderly or disabled person, we must report it.
- Court orders:
 - If a court orders release of evaluation records, we must comply. Evaluations requested for third parties (e.g., Disability Determination Services, schools, or attorneys) are considered the client, and the requesting party controls access.
- Serious threats to health or safety:
 - If we believe a child/adolescent presents imminent risk of serious harm to self or others, we may disclose necessary information to protect safety.

Special Categories of PHI

Certain information requires special written authorization before disclosure:

- HIV/AIDS information
- Alcohol or drug treatment information
- Psychotherapy notes
- (not applicable, as this practice does not provide therapy)

You may revoke any authorization in writing unless we have already acted in reliance on it.

Your Rights

You have the right to:

- Request restrictions on certain uses or disclosures of PHI
- Request confidential communications by alternative means
- Inspect or obtain a copy of PHI in our records
- Request amendment of PHI
- Receive an accounting of disclosures of PHI
- Obtain a paper copy of this Notice

Our Duties

- We are required by law to maintain the privacy of PHI and provide this Notice.
- We may update this Notice. Changes will be communicated to you in writing.

Complaints

If you believe your child's/adolescent's privacy rights have been violated, you may file a complaint with our Privacy Officer or with the Secretary of the North Carolina Department of Health and Human Services at 919-855-4800. You may also contact Trillium Health Resources at 877-685-2415. Filing a complaint will not affect your child's access to services.

Acknowledgment

Your signature confirms that you have received, read, and understood this Notice of Privacy Practices.