



NOTICE OF HIPAA PRIVACY PRACTICES

Notice of Privacy Practices

I. This notice describes how medical information about you may be used and disclosed and how you can get access to this information. HIPAA-compliant handling of your PHI, and the related privacy practices, are managed by BAE's Chief Operating Officer and BAE's HIPAA Officer.

II. Behavior and Education Inc has a legal duty to safeguard your protected health information (PHI)

Behavior and Education Inc (BAE) is legally required to protect the privacy of your PHI, which includes information that can be used to identify you that BAE has created or received about your past, present or future health or condition, the provision of health care to you, or the payment of this health care. BAE must provide you with this Notice about BAE privacy practices, and such Notice must explain how, when, and why BAE will "use" and "disclose" your PHI. A "use" of PHI occurs when BAE shares, examines, utilizes, applies, or analyzes such information within the BAE practice; PHI is "disclosed" when it is released, transferred, has been given to, or is otherwise divulged to a third party outside the BAE practice. With some exceptions, BAE may not use or disclose any more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made. And BAE is legally required to follow the privacy practices described in this Notice.

III. Locations where BAE stores your PHI.

BAE stores PHI in two secure HIPAA-compliant locations.

1. CentralReach is a data repository where all BAE client and employee data is housed. CentralReach can be accessed by our employees and clients via browser and application. CentralReach's platform is password protected.
2. SharePoint is our internal data repository. Files within SharePoint are encrypted.

IV. How BAE may use and disclose your PHI.

BAE will use and disclose your PHI for many different reasons. For some of these uses or disclosures, BAE will need your prior written authorization; for others however, BAE does not. Listed below are the different categories of BAE uses and disclosures along with some examples of each category.

A. Use and disclosures relating to treatment, payment, or health care operations do not require your prior written consent. BAE can use and disclose your PHI without your consent for the following reasons:

1. For treatment. BAE can use your PHI within the BAE practice to provide you with mental health treatment, including discussing or sharing your PHI with my trainees and interns. BAE can also disclose your PHI to physicians, psychiatrists, psychologists and other licensed health care providers who provide you with health care services or are involved in your case. For example, if a psychiatrist is treating you, BAE can disclose your PHI to your psychiatrist to coordinate your care.
2. To obtain payment for treatment. BAE can use and disclose your PHI to bill and collect payment for treatment and services provided by BAE to you. For example, BAE might send your PHI to your insurance company or health plan to get paid for health care services that BAE has provided to you. BAE may also provide your PHI to BAE business associates, such as billing companies, claims processing companies and others that process BAE health care claims.
3. For health care operations. BAE can use and disclose your PHI to operate the BAE practice. For example, BAE might use your PHI to evaluate the quality of health care services you received or to evaluate the performance of the health care professionals who provided such services to you. BAE may also provide your PHI to the BAE

accountant, attorney, consultants or others to further BAE health care operations.

4. Patient incapacitation or emergency. BAE may also disclose your PHI to others without your consent if you are incapacitated or if an emergency exists. For example, your consent isn't required if you need emergency treatment, as long as BAE tries to get your consent after treatment is rendered, or if BAE tries to get your consent but you are unable to communicate with BAE (for example, if you are unconscious or in severe pain) and BAE thinks you would consent to such treatment if you were able to do so.

B. Certain other uses and disclosures also do not require your consent or authorization. BAE can use and disclose your PHI without your consent or authorization for the following reasons:

1. When federal, state or local laws require disclosure. For example, BAE may have to make a disclosure to applicable governmental officials when a law requires BAE to report information to government agencies and law enforcement personnel about victims of abuse or neglect.
2. When judicial or administrative proceedings require disclosure. For example, if you are involved in a lawsuit or claim for workers' compensation benefits, BAE may have to use or disclose your PHI in response to a court or administrative order. BAE may also have to use or disclose your PHI in response to a subpoena.
3. When law enforcement requires disclosure. For example, BAE may have to use or disclose your PHI in a response to a search warrant.
4. When public health activities require disclosure. For example, BAE may have to use or disclose your PHI to report to a government official an adverse reaction that you have to a medication.
5. When health oversight activities require disclosure. For example, BAE may have to provide information to assist the government in conducting an investigation or inspection of a health care provider or organization.
6. To avert a serious threat to health or safety. For example, BAE may have to use or disclose your PHI to avert a serious threat to the health or safety of others. However, any such disclosures will only be made to someone able to prevent the threatened harm from occurring.
7. For specialized government functions. If you are in the military, BAE may have to use or disclose your PHI for national security purposes, including protecting the President of the United States or conducting intelligence operations.
8. To remind you about appointments and to inform you of health-related benefits or services. For example, BAE may have to use or disclose your PHI to remind you about your appointments, or give you information about treatment alternatives, other health care services or other health care benefits that BAE offers that may be of interest to you.

C. Certain uses and disclosures require you to have the opportunity to object.

1. Disclosures to family, friends or others. BAE may provide your PHI to a family member, friend or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

D. Other uses and disclosures require your prior written authorization. In any other situation not described in sections III A, B, and C above, BAE will need your written authorization before using or disclosing any of your PHI. If you choose to sign an authorization to disclose your PHI, you can later revoke such authorization in writing to stop any future uses and disclosures (to the extent that BAE has not taken any action in reliance on such authorization) of your PHI by BAE.

V. What rights you have regarding your PHI

You have the following rights with respect to your PHI:

- A. The right to request restrictions on BAE Uses and Disclosures. You have the right to request restrictions or limitations on BAE use or disclosures of your PHI to carry out BAE treatment, payment, or health care operations.

You also have the right to request that BAE restricts or limits disclosures of your PHI to family members or friends or others involved in your case or who are financially responsible for your care. Please submit such requests to BAE in writing. BAE will consider your requests, but BAE is not legally required to accept them. If BAE does accept your requests, BAE will put them in writing and BAE will abide by them, except in emergency situations. However, be advised, that you may not limit the uses and disclosures that BAE is legally required to make.

B. The right to choose how BAE sends PHI to you. You have the right to request that BAE sends confidential information to you at an alternate address (for example, sending information to your work address instead of your home address) or by alternate means (e-mail instead of regular mail). BAE must agree to your request so long as it is reasonable and you specify how or where you wish to be contacted, and when appropriate, you provide BAE with information as to how payment for such alternate communications will be handled. BAE may not require an explanation from you as to the basis of your request as a condition of providing communications on a confidential basis.

C. The right to inspect and receive a copy of your PHI. In most cases, you have the right to inspect and receive a copy of such information in writing. If BAE does not have your PHI but BAE knows who does, BAE will tell you how to get it. BAE will respond to your request within 30 days of receiving your written request. In certain situations, BAE may deny your request. If BAE does, BAE will tell you in writing, BAE reasons for the denial and explain your right to have it reviewed. If you request copies of your PHI, BAE will charge you not more than \$.25 for each page. Instead of providing the PHI you requested, BAE may provide you with a summary or explanation of the PHI as long as you agree to that and to the cost in advance.

D. The right to receive a list of the disclosures BAE has made. You have the right to receive a list of instances, i.e., an Accounting of Disclosures, in which BAE has disclosed your PHI. The list will not include disclosures made for BAE treatment, payment, or health care operations; disclosures made to you; disclosures you authorized; disclosures incident to a use or disclosure permitted or required by the federal privacy rule; disclosures made for national security or intelligence; disclosures made to correctional institutions or law enforcement personnel; or, disclosures made before April 14, 2003. BAE will respond to your request for an Accounting of Disclosures within 60 days of receiving such request. The list BAE gives you will include disclosures made in the last six years unless you request a shorter time. The list will include the date the disclosure was made, to whom the PHI was disclosed (including their address if known), a description of the information disclosed, and the reason for the disclosure. BAE will provide the list to you at no charge, but if you made more than one request in the same year, BAE may charge you a reasonable, cost-based fee for each additional request.

E. The right to amend your PHI. If you believe that there is a mistake in your PHI or that a piece of important information is missing, you have the right to request that BAE correct the existing information or add the missing information. You must provide the request and your reason for the request in writing. BAE will respond within 60 days of receiving your request to correct or update your PHI. BAE may deny your request in writing if the PHI is (i) correct and complete, (ii) not created by BAE, (iii) not allowed to be disclosed, or (iv) not part of BAE records. BAE written denial will state the reasons for the denial and explain your right to file a written statement of disagreement with the denial. If you don't file one, you have the right to request that BAE denial be attached to all future disclosures of your PHI. If BAE approves of your request, BAE will make the changes to the PHI, tell you that BAE has done it, and tell others that need to know about the change to your PHI.

F. The right to receive a paper copy of this notice. You have the right to receive a paper copy of this notice even if you have agreed to receive it via email.

VI. How to complain about our privacy practices

If you think that BAE may have violated your privacy rights or you disagree with a decision BAE has made about access to your PHI, you may file a complaint with the person listed in section VI below. You may also send a written complaint to the Secretary of the Department of Health and Human Services at 200 Independence Avenue SW Washington DC 20201. BAE will take no retaliatory action against you if you file a complaint about BAE privacy practices.

VII. Person to contact for information about this notice or to complain about BAE privacy practices

If you have questions about this notice or any complaints about BAE's privacy practices, please contact BAE's Chief Operating Officer or BAE's HIPAA Officer at (310) 406-1500. If you would like to know how to file a complaint with the Security of the Department of Health and Human Services, please contact BAE at:

Behavior and Education Inc
2615 Pacific Coast Highway, Suite 300
Hermosa Beach, CA 90254

VIII. Effective date of this notice

This notice went into effect on June 27th, 2008.

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

By signing this form, you acknowledge receipt of the Notice of Privacy Practices that BAE has given you. BAE Notice of Privacy Practices provides information about how BAE may use and disclose your protected health information. BAE encourages you to read it in full.

BAE Notice of Privacy Practices is subject to change. If BAE changes this notice, you may obtain a copy of the revised notice from BAE by contacting BAE at (310) 406-1500.

If you have any questions about BAE Notice of Privacy Practices, please contact BAE at:

Behavior and Education Inc
Toll Free: (833) BAE-TEAM/ 833-223-8326
HQ: (310) 406-1500
contact@baetherapy.com
www.baetherapy.com

I acknowledge receipt of the Notice of Privacy Practices of Behavior and Education Inc.

Signature: (patient/parent/conservator/guardian)