



Alabama  
Neurobehavioral  
Consulting

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Board Certified in Clinical Neuropsychology

## NOTICE OF PRIVACY PRACTICES

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

The policy of Alabama Neurobehavioral Consulting, LLC is to protect the confidentiality, integrity and security of the protected health and personal information of our patients and to prevent unauthorized access to, or the use or disclosure of such information. We are required by law to maintain the privacy of your health information and provide you with this notice of our duties and obligations. This policy applies to patients who are current or former patients of Alabama Neurobehavioral Consulting, LLC.

Individually identifiable health and personal information are any information obtained by Alabama Neurobehavioral Consulting, LLC in connection with providing healthcare treatment, obtaining payment and related health care operations. This relates to past, present or future information that Alabama Neurobehavioral Consulting, LLC receives from you as our patient.

Alabama Neurobehavioral Consulting, LLC collects personal information in order to learn about your medical history, medical conditions, render treatment and collect payment for our services. We gather this information from your patient forms, health questionnaires and other forms you will be asked to complete from time-to-time. In addition, we will assemble information based on our discussions and conversations with you, your personal representative and your family members. Your healthcare plan or insurance carrier may provide information to our office.

We will use this information to provide caring and quality medical care to you. Examples include diagnosis, treatment and communications such as follow up and appointment reminders, as well as treatment alternatives or other health-related benefits. As part of our standard treatment and healthcare operations, we may share information with a facility or entity such as a hospital or healthcare provider to efficiently coordinate your treatment plan. We may leave a message on your answering machine or voice mail to contact you about appointments or to have you call our office. For contracted insurers, your information will be used for claims management and to obtain payment from your insurance carrier. As required by your insurance contractor, we will exchange paper and electronic data with your insurance carrier for activities such as eligibility, benefit and coverage determinations, precertification, utilization review, and related activities such as billing and filing of claims. For routine billing (including filing insurance claims and/or billing for self pay amounts) will be undertaken by RCM Medical Billing, LLC in adherence with the provisions outlined in this notice. For worker's compensation, information about a work-related condition can be exchanged with the employer or case manager. Your medical information may be reviewed by our medical staff for possible inclusion and referral in research studies. You will be contacted prior the use of your information in a research study.

Your information is maintained in password protected and encrypted form in our practice management computer system. We may also maintain information about you in a temporary paper chart. Alabama Neurobehavioral Consulting, LLC limits the access to your protected health information to those employees and business associates who need to know that information. With some limitations, you have the right to inspect, amend, copy and receive an accounting of disclosures of your medical and billing records.

We do not disclose personal information to third parties unless one of the following exceptions applies:

85 Bagby Drive, Suite 210	Phone: 205-453-4732
Homewood, AL 35209	FAX: 855-856-6735
<a href="http://www.alneurobehavioral.com">www.alneurobehavioral.com</a>	<a href="mailto:jbanos@alneurobehavioral.com">jbanos@alneurobehavioral.com</a>

- We receive explicit authorization from you to release individually identifiable information. This authorization must be in writing and give exact details regarding to whom the disclosure applies, the nature of the data to be released, the applicable dates and signed by the patient (or guardian). You may revoke this authorization by providing a written statement to the Alabama Neurobehavioral Consulting, LLC Privacy Officer.
- Federal, state or other applicable law or legal obligation requires us to share protected information or records.

We are obligated to abide by the terms of this notice. If, at any time in the future, it is necessary to disclose any of your personal information in a way that is materially different from this policy, Alabama Neurobehavioral Consulting, LLC will give you notice of the change through a mailed announcement or on your visit following the change.

With some exceptions, you have right to review and obtain a copy of your health information. This request must be in writing and there may be a reasonable charge to provide you with a copy of your information. You also have the rights to request your records be amended, to request special accommodations and restrictions of your health information, and to receive an accounting of the disclosures of your information. You have the right to request to receive confidential communications of your information. Alabama Neurobehavioral Consulting, LLC is not obligated to agree to a requested restriction. We must receive a written request from you to administer these rights. Please speak with us for further information or to begin the process to exercise any of these rights.

If you have a complaint about the management of your health information or believe your privacy rights have been violated, contact Dr. James Baños at 205-453-4732. You have the right to file a complaint with Office for Civil Rights c/o U.S. Department of Health and Human Services Atlanta Federal Center, Suite 3B 7061 Forsyth Street, S.W. Atlanta, GA 30303-8909 Phone (404)562-7886/FAX (404)562-7881 if you believe that your privacy rights have been violated. There will be no retaliation for filing a complaint.

Effective Date: 10/1/11  
Reviewed/Revised: 10/1/11