



Notice of Confidentiality - Privacy Practices

This notice describes how medical information about the client may be used and disclosed and how the client can get access to the information.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires all healthcare records and other individually identifiable health information (Protected Health Information) used or disclosed to Melody Magic Music Studio, LLC (MM) in any form, whether electronically, on paper, or orally, be kept confidential. This federal law gives the client rights to control and understand how that health information is used. HIPAA provides penalties for covered entities that misuse personal health information. As required by HIPAA, MM has prepared this explanation of how we are required to maintain the privacy of a client's health information and how we may use and disclose that health information.

Without specific written authorization, MM is permitted to use and disclose healthcare records for the purposes of treatment, payment and healthcare operations. Treatment means providing, coordinating, or managing therapeutic services by one or more MM employees. Payment includes such activities as obtaining reimbursement for services, and requesting payment. Health Care Operations include business management aspects such as performance review, cost management analysis and customer service initiatives.

MM is required by law to maintain the privacy of protected health information and to provide notice of our legal duties and privacy practices with respect to protected health information. We are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all PHI that MM maintains. Revisions to our Notice of Privacy Practices will be posted on the effective date and clients may request a written copy of the Revised Notice from the main office.

Clients have the right to file a formal, written complaint with MM at the address listed below or with the Department of Health and Human Services, Office of Civil Rights, in the event that a client feels their privacy rights have been violated. MM will not retaliate against a client for filing a complaint.

For more information about our Privacy Practices or discuss further, please contact: Melody Magic Music Studio, LLC, Owner Katherine Knight, 3041 Lauderdale Drive, Henrico, VA 23233. Phone: 804-412-8098 or Email: katherine@melodymagicmusic.com

For more information about HIPAA or to file a complaint, please contact: The U.S. Department of Health and Human Services Office of Civil Rights 200 Independence Avenue SW Washington, D.C. 20201, U.S.A. Phone: 877-696-6775