



NOTIFICATION OF PRIVACY PRACTICES
Under The Health Insurance Portability and Accountability Act of 1996

Anderson Center for Autism (ACA) is required by law to protect the privacy of health information that may reveal your identity. We will generally obtain you or your guardian's written authorization prior to sharing this information with others. The primary exceptions to this requirement relate to your treatment, payment for that treatment and agency operations. You or your guardian may revoke all other authorizations at any time except to the extent we have already relied upon them. ACA is also required to provide you or your guardian with access and copies of your health information if requested.

Our responsibilities and your rights regarding your health information are summarized below:

Anderson Center for Autism is required to:

- Maintain the privacy of your health information through our procedures.
- Provide individuals and the public with our Notice of Privacy Practices.

As an individual, or the parent/legal guardian of an individual receiving services from Anderson Center, you have the right to:

- Request that Anderson Center for Autism not use or disclose your health information in specific ways.
- Request different ways to communicate with you.
- Request an amendment to your health information.
- An accounting of disclosures of your health information.
- Access and copies of your health information. A fee of .75 per page will be charged for copies of records.

If you or your legal guardian has questions, require additional information and/or have a specific request regarding your health information, please contact us at 845-889-4034 and ask for the agency's Director of Corporate Compliance.

Anderson Center for Autism reserves the right to make changes to the terms of this notice and make new notice terms applicable to all health information that it maintains. Any new notice will be posted in our administrative offices and on our website with the effective date. We will also offer you or your guardian a copy of the revised notice at your next scheduled conference date.