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RIGHT WORD SPEECH-LANGUAGE PATHOLOGY, PLLC
Anthony Mosley, MA/MS, CCC-SLP, Speech-Language Pathologist

NOTICE OF PRIVACY PRACTICES

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

1. Our Commitment to Your Privacy

Right Word Speech-Language Pathology, PLLC, is dedicated to maintaining the privacy of your **Protected Health Information (PHI)**. In conducting our 100% telepractice operations, we author and maintain clinical records regarding your evaluations, treatment plans, progress notes, and billing activities. These electronic records are securely stored and managed on our behalf through a specialized, fully encrypted, HIPAA-compliant third-party cloud platform (SimplePractice). We are legally required to maintain the confidentiality of this data and to provide you with this explicit description of our privacy practices under the Health Insurance Portability and Accountability Act (HIPAA).

2. How We May Use and Disclose Your Health Information

We may utilize or share your PHI for the following core purposes without requiring separate specific authorization:

- **For Treatment:** We may use your medical history, testing scores, or session data to design and deliver targeted therapy. We may disclose your PHI to your referring physician, neurologist, or other health-care providers to coordinate your comprehensive rehabilitation.
- **For Payment:** We may use and disclose your PHI so that the treatment services you receive can be billed and collected. This includes providing diagnostic and treatment codes to BlueCross BlueShield of Tennessee, Cigna, or Medicare, or generating a superbill for private-pay reimbursement tracking.
- **For Healthcare Operations:** We may use your PHI to run our practice smoothly, manage digital record-keeping system audits, evaluate clinical performance parameters, or configure secure business functions within our HIPAA-compliant software environments.

3. Uses and Disclosures Requiring Your Explicit Authorization

Your written, signed authorization is strictly required for any use or disclosure of PHI not outlined above. This includes utilizing your session records for marketing purposes or sharing data with corporate entities outside your medical care team. You retain the right to revoke an active authorization in writing at any time.

4. Your Individual Rights Regarding Your PHI

Under federal HIPAA regulations, you possess the following rights regarding the data we maintain:

- **Right to Inspect and Copy:** You have the right to review and to obtain an electronic copy of your clinical record set, including intake profiles, progress notes, and billing ledgers.
- **Right to Amend:** If you believe information in your record is incorrect or incomplete, you may request a formal written amendment. We reserve the right to deny the request if the record was accurately created by this practice.
- **Right to an Accounting of Disclosures:** You have the right to request a line-item list of certain non-routine disclosures we have made of your PHI for purposes outside direct treatment, payment, or operations.
- **Right to Request Restrictions:** You may ask us to restrict or limit how we use or share your PHI for treatment or billing. While we will make every effort to accommodate reasonable requests, we are not legally bound to agree to a restriction if it disrupts mandatory care tracking.
- **Right to Confidential Communications:** You can request that we contact you via specific alternate methods (e.g., cell phone numbers rather than an email address) to maintain your household privacy.

5. Secure Virtual Infrastructure & Breach Notification

Our practice utilizes enterprise-secured, encrypted, and HIPAA-compliant platforms (Google Workspace and SimplePractice) to store files and to host video sessions. In the highly unlikely event of an unauthorized data breach compromising your unencrypted PHI, we are legally required to notify you directly without unreasonable delay and within 60 calendar days of the event's discovery.

6. Complaints and Privacy Contacts

If you believe your privacy rights have been violated, you may file a formal complaint with our practice or directly with the Secretary of the U.S. Department of Health and Human Services. You will not face any retaliation for filing a complaint.

To communicate regarding privacy boundaries or to exercise your individual records rights, please contact:

- **Privacy Officer:** Anthony Mosley, MA/MS, CCC-SLP
- **Practice Entity:** Right Word Speech-Language Pathology, PLLC
- **Email:** therapy@rightwordspeech.com

This notice is effective as of September 4, 2026, and remains in effect until explicitly revised or updated.