

## **Privacy Policy**

Speech Pathologists, like all providers of medical and/or educational services, are now required by law to inform their clients of their policies regarding client information. Speech Pathologists have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

## Types of Nonpublic Personal Information We Collect

We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization.

## Parties to Whom we Disclose Information

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice, except as required or permitted by law. Permitted disclosures include providing information to unrelated third parties as authorized by you who need to know that information to assist us in providing services to you. Also permitted are disclosures to third party payers (insurance companies, school districts, or other authorized agencies) for the purposes of receiving reimbursement for services rendered to you. In all such situations, we stress the confidential nature of information being shared.

## Protecting the Confidentiality and Security of Current and Former Client's Information

We retain records relating to professional services that we provide so that we are better able to assist you with your professional need and, in some cases to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards. Our policy is to maintain documents of current patients on-site; documents for all former patients are stored at an off-site locked storage facility. The files are maintained as part of our work product and are not meant to be used for other purposes. Financial and billing information is also stored at the off-site locked facility for 10 years and is then destroyed.

Please call if you have any questions, because your privacy, our professional ethics and the ability to provide you with quality speech pathology services are very important to us.