

NOTICE OF PRIVACY PRACTICES

MCC Therapies, LLC

Phone: (440) 253-0246

Website/Client Portal: <https://mcc-therapies-ashtabula.clientsecure.me>

Effective Date: 11/26/2025

THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

Please review this Notice carefully. This Notice is provided in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), applicable provisions of the Ohio Revised Code (ORC), rules of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board, and applicable Ohio Department of Education (ODE) requirements when services are provided in educational settings. Where state law provides greater privacy protections than federal law, Ohio law will apply.

I. OUR PLEDGE REGARDING HEALTH INFORMATION

MCC Therapies, LLC understands that information about you and/or your child's health and educational services is personal. We are committed to protecting the privacy of your Protected Health Information (PHI).

We create and maintain records of the care and services you receive to:

- Provide quality occupational therapy services;
- Coordinate care with other providers and, when applicable, schools or educational agencies;
- Comply with federal and Ohio laws and professional licensing requirements.

We are required by law to:

- Maintain the privacy of your PHI;
- Provide you with this Notice of our legal duties and privacy practices;
- Follow the terms of this Notice currently in effect.

This Notice applies to all records created or maintained by MCC Therapies, LLC.

II. HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION

A. Treatment, Payment, and Health Care Operations

We may use or disclose your PHI without your written authorization for:

Treatment: Providing, coordinating, or managing occupational therapy services, including consultations with other licensed health care providers, referrals, and coordination with schools or early intervention programs when applicable.

Payment: Billing and collection activities, including disclosures to insurance companies, Medicaid, or other payers.

Health Care Operations: Practice operations such as quality assessment, licensing compliance, audits, supervision, appointment reminders, and administrative activities.

Disclosures for treatment purposes are not limited to the minimum necessary standard, as full access to information may be required to provide appropriate care.

B. Educational Settings and ODE-Related Services

When occupational therapy services are provided in connection with a school, Individualized Education Program (IEP), Individualized Family Service Plan (IFSP), or other educational program:

- Records may be considered **education records** and subject to the **Family Educational Rights and Privacy Act (FERPA)** rather than HIPAA;
- Information may be shared with school districts, educational teams, and the Ohio Department of Education as permitted by law and necessary to provide or document services.

Parents and eligible students retain rights under FERPA to inspect and review education records.

C. Lawsuits and Legal Proceedings

We may disclose PHI in response to a court or administrative order, subpoena, or other lawful process as permitted by law. When feasible, we will make reasonable efforts to notify you or seek protective orders.

III. USES AND DISCLOSURES REQUIRING YOUR WRITTEN AUTHORIZATION

Psychotherapy Notes

If psychotherapy notes (as defined by 45 CFR §164.501) are created, they will not be used or disclosed without your written authorization except as permitted by law, including for treatment, supervision, legal defense, health oversight, or to prevent a serious threat to health or safety.

Marketing

We will not use or disclose your PHI for marketing purposes without your written authorization. This includes testimonials or reviews that identify you or disclose health-related information.

Sale of PHI

We do not sell your PHI.

IV. USES AND DISCLOSURES THAT DO NOT REQUIRE AUTHORIZATION

Subject to legal requirements, we may use or disclose PHI without authorization for:

- Appointment reminders and service-related communications;
- Public health and safety activities;
- Mandatory reporting obligations under Ohio law, including suspected child abuse or neglect (ORC §2151.421), elder abuse, or dependent adult abuse;
- Health oversight activities, audits, and investigations;
- Law enforcement purposes as required by law;
- Coroners or medical examiners;
- Workers' compensation claims;
- Research activities as permitted by law;
- Specialized government functions.

V. DISCLOSURES TO FAMILY MEMBERS AND OTHERS INVOLVED IN CARE

With your consent, or as permitted by law, we may share PHI with family members, caregivers, or others involved in your care or payment for services. In emergencies, information may be shared if it is in your best interest.

VI. YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

You have the right to:

- **Request restrictions** on certain uses and disclosures (not all requests must be granted);
 - **Request restrictions** on disclosures to health plans when services are paid out-of-pocket in full;
 - **Request confidential communications;**
 - **Inspect and obtain copies** of your records within required timeframes;
 - **Request amendments** to your records;
 - **Receive an accounting of disclosures;**
 - **Obtain a paper or electronic copy** of this Notice;
 - **Designate a personal representative** (such as a legal guardian or holder of medical power of attorney);
 - **Revoke an authorization** in writing;
 - **Opt out of fundraising communications;**
 - **File a complaint** without fear of retaliation.
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VII. COMPLAINTS

If you believe your privacy rights have been violated, you may contact:

MCC Therapies, LLC

1712 Warrick Dr, Ashtabula, OH 44004

Phone: (440) 253-0246

You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights. MCC Therapies, LLC will not retaliate against you for filing a complaint.

VIII. CHANGES TO THIS NOTICE

We reserve the right to change this Notice. Any changes will apply to all PHI we maintain. Updated Notices will be available upon request, in our office, and on our website.