LOUISIANA TECH UNIVERSITY
COLLEGE OF LIBERAL ARS
DEPARTMENT OF SPEECH

LOUISIANA TECH UNIVERSITY SPEECH AND HEARING CENTER

NOTICE OF PRIVACY PRACTICES
The Health Insurance Portability and Accountability Act of 1996 (PL 104-191), also known as HIPAA, is a law with various sections relating to the delivery of health care. As mandated by law, HIPAA established a federal framework for the protection of individually identifiable health information. The privacy rule establishes standards to protect an individual’s medical records and other health information. The privacy law, among other things, allows for more consumer control over health information, sets boundaries on medical record use and release, provides for safeguards to ensure security of personal health information, and provides for accountability for the use and release of medical records.

The protection of a client’s private information has been and will remain a paramount objective of the Louisiana Tech University Speech and Hearing Center. Pursuant to this objective, and in compliance with the HIPAA privacy standards, this is your notice of our practice for ensuring the privacy of your personally identifiable speech, language, and hearing health care information.

YOUR RIGHTS REGARDING YOUR PROTECTED INFORMATION

Right to Access Your Protected Information. You have the right to review or obtain copies of the information contained in your clinical services file, with some limited exceptions. If you request additional copies of information that you have already received, we may charge a fee for the cost of copying and mailing your requested information but, if we do, we will tell you the cost in advance.

Right to Amend Your Protected Information. If you think that any information we maintain about you is incorrect or incomplete, you may request that we amend the information. If the request is for other than basic demographic information (for example, incorrect address), your request must be made in writing and must include the reason you are seeking a change. We may deny your request if, for example, you ask us to amend information that we did not create or if you ask us to amend a record that we believe is already accurate and complete. If we deny your request to amend, we will notify you in writing.

Right to Receive Confidential Information. You have the right to request that we use a certain method of communicating with you (for example, by telephone only) or that we send confidential information only to a certain location (for example, only to your home). We will make every effort to comply with your request if it is reasonable and put in writing.

Right to Expect Restrictions on the Use and Disclosure of Your Confidential Information. Your confidential information will be disclosed only to individuals or agencies for which you have given your written permission. Your information will not be disclosed to any unauthorized persons, including family and friends, unless you or your representative gives written permission for the disclosure. The identity of individuals who request your information will be verified. Your confidential information is not transmitted electronically (that is, by email). All clinical services reports are mailed to you and/or to individuals or facilities you have designated.

Right to Expect Confidentiality of Your Records That are Maintained in the Louisiana Tech University Speech and Hearing Center. Your clinical records are maintained in locked rooms and in locked file cabinets with access limited to authorized individuals. Your clinical records are never removed from the facility. Students-in-training have access only to the records of clients for whom they have been
assigned to provide clinical services under the direct supervision of certified and licensed departmental faculty members. Every effort is made to keep oral communication with or about you as private as circumstances allow (for example, no discussions are held in hallways or other public spaces). Information about you is not posted in the building (for example, clinical schedules, charts showing results of activities, etc.).

**Right to Expect Confidentiality of Your Records That May be Used For Approved Research Purposes.** As allowed by law, we may use your information for research purposes when the research project has been approved by the Louisiana Tech University Institutional Review Board who will have reviewed the research proposal and established protocols to ensure the privacy of your information. No information that could identify you in any way will be used in any research project.

**Right to Revoke Your Authorization.** You have a right to revoke your authorization in writing at any time for information to be released to certain individuals or agencies.

**Right to Discuss the Use and Disclosure of Your Personal Information.** If you believe that your privacy rights have been violated, you have the right to request an appointment with the Coordinator of Speech, Language, and Hearing Services and/or the Director of the Louisiana Tech University Speech and Hearing Center to discuss your concerns.

Please direct any questions about this Notice of Privacy Practices to:
Louisiana Tech University Speech and Hearing Center
318-257-4766