



Speak for Yourself LLC | Speech and Language Therapy Services

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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.

Effective date October 21, 2026

This notice applies to Speak for Yourself LLC. References to you include the child receiving services and, as appropriate, the child's legally authorized representative.

Your privacy rights

Contact Nicole Bigger using the details above to make a request or get help exercising these rights.

Access your records. Ask to inspect or receive an electronic or paper copy of your health records. We generally respond within 30 days. If a legally permitted extension is needed, we explain it in writing. Any copying fee will be reasonable and cost-based.

Request a correction. Ask us to amend information you believe is inaccurate or incomplete. We generally respond within 60 days. If we deny your request, we explain why in writing and how you may submit a statement of disagreement.

Request confidential contact. Ask us to use a particular phone number, address, or other reasonable communication method. We accommodate reasonable requests.

Request limits on sharing. Ask us to limit information used or shared for treatment, payment, or practice operations. We need not agree to every request. If we agree, we follow the restriction except as legally permitted for emergency treatment. If you pay for a service in full out of pocket and request that its information not be shared with your health plan for payment or operations, we honor that request unless disclosure is required by law.

Request an accounting. Ask for a list of certain disclosures during the preceding six years. It generally excludes treatment, payment, practice operations, and disclosures you authorized. One accounting in 12 months is free; we explain any permitted charge for additional requests before proceeding.

Receive this notice. You may request a paper copy at any time, including if you agreed to electronic delivery.

Use a representative. A person with legal authority may exercise rights on your behalf. We verify that authority. Parental access to a minor's records depends on applicable law and any legal restrictions.

How we use and share information

Routine care and practice activities

Treatment. We use information to screen, evaluate, and treat communication concerns and coordinate care. For example, we may consult another clinician treating your child about findings relevant to care.

Payment. We use information to prepare invoices, collect payment, and provide requested billing documentation. For example, we may prepare a superbill for your family. We respect applicable restrictions on disclosures to health plans.

Practice operations. We use information for recordkeeping, quality review, and running the practice. For example, we review progress to improve services. Authorized service providers may assist under appropriate privacy agreements. We may contact you about appointments and treatment options.

Your choices and written permissions

You may tell us whether to share relevant information with family or others involved in care or payment, or for disaster relief. When you cannot express a preference, we may use professional judgment as permitted by law and in your best interests. We obtain any authorization required for school coordination; a general intake signature is not a blanket school records release.

Uses or disclosures not described in this notice and not otherwise permitted or required by law require your written authorization. Marketing, sale of health information, and most disclosures of psychotherapy notes, if held, require authorization. We do not sell your health information. You may revoke an authorization in writing, except for actions already taken in reliance on it. Publicity and outside teaching using identifiable recordings require separate permission.

Other disclosures allowed or required by law

We may use or share information for public health and safety, including disease prevention, product safety reports or recalls, reporting suspected abuse or neglect or domestic violence, and preventing a serious and imminent threat. We may share information for health oversight, such as licensing investigations; research meeting legal safeguards; workers' compensation; lawful law-enforcement requests; and court or administrative proceedings. A request or subpoena alone does not automatically permit disclosure.

When applicable and legally permitted, information may also be shared with organ-procurement organizations, coroners, medical examiners, or funeral directors, and for special government functions such as military or national-security activities. We disclose information when required by law, including to HHS to assess privacy compliance. Each disclosure must meet applicable legal conditions. More protective state or federal rules take priority.

Our responsibilities and your questions

Additional privacy protections

If we hold substance use disorder records protected by 42 CFR part 2, those records or testimony describing them will not be used or disclosed in civil, criminal, administrative, or legislative investigations or proceedings against you without the required specific written consent or a qualifying court order accompanied by a subpoena or other legal requirement compelling disclosure. Applicable notice and opportunity-to-be-heard requirements must also be met.

Information lawfully disclosed to some recipients may be shared again and may no longer be protected by HIPAA. Additional protections, including applicable Part 2 protections, may still apply.

Our responsibilities

We are required by law to maintain the privacy and security of protected health information, give you this notice, and follow its current terms. We notify you as required following a breach of unsecured protected health information. We apply reasonable safeguards to paper records, electronic records, and communications.

We may revise this notice and, when permitted by law, apply the revised terms to information we already hold. The current notice, with its effective date, will be prominently posted on our website and at our office. Copies will be available to take with you and on request. You may request a paper copy even if you previously agreed to electronic delivery.

Questions and complaints

For privacy questions, requests, or complaints, contact Nicole Bigger, Privacy Contact, at (720) 240-9387, nicole@speakforyourselfspeech.com, or Speak for Yourself LLC, 17393 Drake St., Broomfield, CO 80023. You may complain by phone, email, or mail; tell us what happened and how to contact you.

You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights at <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>, by calling 1-877-696-6775, or by writing to 200 Independence Avenue SW, Washington, DC 20201.

We will not retaliate against you for making a complaint or exercising your privacy rights.