



NOTICE OF PRIVACY PRACTICES

Side by Side ABA Therapy · Maryland

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 29, 2026

This notice applies to Side by Side ABA Therapy LLC and everyone who works in our Maryland practice. It explains how we may use and share the records of the care we provide, and your rights over them. In this notice, “you” means our client and, for a client under 18, the parent or guardian who makes health care decisions for the child.

OUR RESPONSIBILITIES

- We are required by law to keep your health information private and secure.
- We must give you this notice and follow the notice that is currently in effect.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time by letting us know in writing.
- Where Maryland law protects your information more than federal law, we follow Maryland law.

YOUR RIGHTS

Get a copy of your records

You can ask to see or get a paper or electronic copy of your child’s records. Ask us in writing. We will respond within 21 working days, as Maryland law requires. We may charge a reasonable, cost-based fee as federal and Maryland law allow.

Ask us to correct your records

You can ask us in writing to correct information you think is incorrect or incomplete. We will respond within 60 days. We may say no, but we will tell you why in writing, and you can give us a statement of disagreement to keep with the record.

Ask us to contact you privately

You can ask us to contact you in a specific way (for example, by mobile phone only) or at a different address. We will say yes to all reasonable requests.

Ask us to limit what we use or share

You can ask us not to use or share certain information for treatment, payment or our operations. We are not required to agree, and we may say no if it would affect your child's care. If you pay for a service out of pocket in full, you can ask us not to share information about that service with your health insurer. We will say yes unless a law requires us to share it.

Get a list of those we've shared information with

You can ask for a list of the times we've shared your information in the six years before your request, who we shared it with, and why. The list will not include sharing for treatment, payment or our operations, or sharing you asked us to make. We provide one list a year for free, and may charge a reasonable, cost-based fee if you ask for another within 12 months.

Get a copy of this notice

You can ask for a paper copy of this notice at any time, even if you agreed to receive it electronically.

Choose someone to act for you

A parent or legal guardian can use these rights for a child. If someone has a medical power of attorney or is your legal guardian, that person can use your rights and make choices about your health information. We will check that the person has this authority before we act.

File a complaint if you feel your rights are violated

You can complain to us using the contact information at the end of this notice. You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/hipaa/filing-a-complaint. We will not retaliate against you for filing a complaint.

YOUR CHOICES

You can tell us whether we may (we will follow your instructions)

- Share information with family members, close friends or others involved in your child's care, such as a grandparent who is often at sessions
- Contact you about appointments and scheduling by phone, text or email

If you are not able to tell us your preference, for example in an emergency, we may share information if we believe it is in your child's best interest. We may also share information when needed to lessen a serious and imminent threat to health or safety.

We never share your information without your written permission for

- Marketing
- Sale of your information

We do not keep psychotherapy notes, and we do not do fundraising.

HOW WE USE AND SHARE YOUR INFORMATION

To treat your child

We use your child's information and share it with others who are treating your child. For example, your child's BCBA shares the treatment plan with the BT or RBT who works with your child, and may talk with your child's doctor to coordinate care.

To run our practice

We use your information to run our practice, improve your child's care and contact you when needed. For example, we review session notes for quality, supervise and train our staff, and use outside companies, such as our practice management system, that have signed agreements to protect your information.

To bill for your child's services

We use and share your information to get approval for services and to bill and get paid. For example, we give information about your child to Maryland Medicaid, to Carelon Behavioral Health, which approves ABA services for Maryland Medicaid, and to any other health insurer.

Other ways we may share your information

We are allowed or required to share your information in other ways, usually for the public good, and only when the conditions in the law are met.

- **Report suspected abuse or neglect:** Maryland law requires our staff to report suspected child abuse or neglect.
- **Prevent a serious threat to health or safety:** We can share information with someone able to help prevent or lessen a serious threat to anyone's health or safety.
- **Public health and safety:** We can share information for public health reasons, such as preventing disease.
- **Comply with the law:** We will share information if state or federal law requires it, including with the U.S. Department of Health and Human Services if it wants to see that we are following federal privacy law.

- **Health oversight:** We can share information with agencies that oversee health care, such as Maryland Medicaid auditors.
- **Respond to lawsuits and legal actions:** We can share information in response to a court or administrative order, or in response to a subpoena.
- **Law enforcement and other government requests:** We can share information with law enforcement officials as the law allows, and with government agencies for special functions such as military, national security and presidential protective services.
- **Workers' compensation:** We can share information for workers' compensation claims, as the law allows.
- **Research:** We can use or share information for health research only as the law allows.
- **Organ donation, medical examiners and funeral directors:** We can share information with organ procurement organizations, and with a coroner, medical examiner or funeral director when an individual dies.

Uses that need your written permission

Any use or sharing not described in this notice needs your written permission. For example, we share information with your child's school only if you sign an authorization. You can take back your permission in writing at any time, except for information we have already shared.

Substance use disorder treatment records

If we receive records about you that are protected by federal rules on substance use disorder treatment (42 CFR Part 2), we will not use or share them in a civil, criminal, administrative or legislative proceeding against you unless you give written consent, or a court orders it after you are notified and given a chance to be heard.

CHANGES TO THIS NOTICE AND HOW TO CONTACT US

We can change the terms of this notice, and the changes will apply to all the information we have about you. A new notice will be posted in our office and on our website, and we will give you a copy on request.

For questions about this notice, to use any of your rights, or to file a complaint with us, please contact:

Privacy and Security Officer, Side by Side ABA Therapy LLC
 137 National Plaza, Suite 300, Oxon Hill, MD 20745
 (301) 828-2736 · info@sidebysideabatherapy.com