



Occupational Therapy Training Program

A Division of
Special Service for Groups

August 1, 2013

Dear Client/Parent/Guardian,

Enclosed is a copy of the Agency's Notice of Privacy Practices. We are sending you this notice in compliance with a federal law called the Health Insurance Portability and Accountability Act (HIPAA). This law applies to all health care organizations across the country and includes mental health services.

Please read the document as it explains your rights and our agency obligations concerning information kept in the clinical record. The agency has always and will continue to take seriously our obligation to protect records kept on our clients.

If you have any questions, please call your therapist or family advocate, or you may contact the Agency's Privacy Office at (310) 323-6887 Ext. 231 and leave a message.

Please **detach, sign and return the last page** of the document.

Regards,

A handwritten signature in cursive script that reads 'Suzanne Afuso-Sugano'.

Suzanne Afuso-Sugano, MS, OTR/L
Division Director

Promoting Possibilities
