

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.

This notice is effective as of November 26th, 2025

Your Information

Scribbles and Wonder, P.C. is committed to protecting you/your dependent's privacy. It is the policy of Scribbles and Wonder, P.C. to implement the following procedures and policies that will ensure patient privacy rights in accordance with the Privacy Regulations enacted by The Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Scribbles and Wonder, P.C. is required by federal law to maintain the privacy of Protected Health Information ("PHI") which is information that identifies or could be used to identify you/your dependent and provide you with this Notice of Privacy Practices, which explains Scribbles and Wonder, P.C.'s legal duties and privacy practices and you/your dependent's rights regarding PHI that is collected and maintained.

We collect information about you/your dependent to provide services, including enrollment information. This information may be collected from you, you/your dependent's health care provider(s), your employer, or other health plan benefits sponsor, Child and Family Connections (CFC) office, and our affiliates. Examples of information we collect include you/your dependent's name and address, phone number, social security number, date of birth, marital status, employment information, health plan identification information, and health/medical history. We may receive this information in person, in writing, by telephone, or electronically.

Routine Uses and Disclosures

Scribbles and Wonder, P.C. is permitted under federal law to use and disclose PHI, without your written authorization, for certain routine uses and disclosures, such as those made for treatment, payment, and the operation of our business. Scribbles and Wonder, P.C. typically uses this information:

- For Treatment: Scribbles and Wonder, P.C. may use medical information to provide appropriate evaluations and treatment services. Scribbles and Wonder, P.C. can use and share PHI with other professionals who are treating you/your dependent. For example, your dependent's pediatrician requests information about your dependent's occupational

therapy services. When applicable, Scribbles and Wonder, P.C. will only share the minimum necessary to accomplish the intended purpose of the disclosure.

- For Health Care Operations: Scribbles and Wonder, P.C. can use and share PHI to run the business, appropriately file and copy information in the record, improve your/your dependent's care, and contact you. For example, Scribbles and Wonder, P.C. may use PHI to send you appointment confirmations if you choose.
- For Payment: Scribbles and Wonder, P.C. can use and share PHI to bill and get payment from health plans or other entities. For example, we may submit PHI to you/your dependent's insurance plan to help process claims so it may pay for services.

Other Uses and Disclosures Without Authorization

Scribbles and Wonder, P.C., may also use or disclose PHI without your authorization or an opportunity for you to object, including to:

- Help with Public Health and Safety Issues. For example, Scribbles and Wonder, P.C. may use and share PHI in the event of an emergency for the immediate health and safety or you/your dependent, another person, or the public, or to protect victims of abuse and neglect.
- Comply with other requests such as those made to: conduct research approved by an institutional review board, perform legally authorized duties by coroners and funeral directors, help coordinate organ donation and transplantation, work with a medical examiner or funeral director, or collaborate with Business Associates or other organizations that perform functions, activities, or services on our behalf.
- Comply with the law: including, but not limited to, addressing workers' compensation, law enforcement, health oversight agencies, or other government requests/special functions, including military, national security, and presidential protective services. For example, Scribbles and Wonder, P.C. may use and share PHI to comply with workers' compensation laws or support claims.
- Respond to lawsuits and legal actions. For example, Scribbles and Wonder, P.C. may use and share PHI for use in judicial and administrative proceedings such as responding to a court order, subpoena, administrative order, or discovery request. To the extent that we have your substance use disorder patient records, subject to 42 CFR part 2, we will not share that information for investigations or legal proceedings against you without (1) your written consent or (2) a court order and a subpoena.
- Coordinate with the Illinois Early Intervention Program: If services are provided through the Illinois Early Intervention Program, Scribbles and Wonder, P.C. may share information as required by the Illinois Department of Human Services and Child and Family Connections (CFC) offices for purposes of eligibility determination, service coordination, billing, and compliance with state and federal regulations governing the Early Intervention Program, including the Central Billing Office. These disclosures are made in accordance with applicable federal and Illinois confidentiality laws governing Early Intervention services.

Other Uses and Disclosures With Your Authorization or Opportunity to Object

Scribbles and Wonder, P.C. may use and disclose PHI with your authorization or opportunity to object such as:

- To others involved in you/your dependent's care: if PHI directly relates to that person's involvement in care. For example, we may share certain information such as strategies to practice a skill at home with a nanny that attends therapy sessions, with your consent.

Scribbles and Wonder, P.C. is required by law to use and disclose PHI based on your written authorization for:

- Marketing
- Sale of PHI
- Psychotherapy notes

We never sell personal information. Usage of you/your dependent's PHI for marketing purposes requires your express written consent. You may revoke authorization by contacting Scribbles and Wonder, P.C. in writing, using the address above. We do not provide psychotherapy services, but to the extent that we access any psychotherapy notes, we will abide by this policy. Scribbles and Wonder, P.C. will not use or share PHI other than as described in this notice unless you give your permission in writing.

Your Rights

You/Your dependent's rights regarding PHI are explained below. To exercise these rights, please submit a written request to Scribbles and Wonder, P.C. at the address listed above.

- View or get a copy of you/your dependent's PHI. Scribbles and Wonder, P.C. may assess a reasonable fee for copies, and may provide access within 30 days of your written request. Some information may be directly accessible to you via a patient portal, in which a cost is not incurred to access you/your dependent's PHI. This does not apply to information gathered for judicial proceedings.
- Amend your/your dependent's paper or electronic medical record if you believe that PHI may be incorrect or incomplete, with reason for your request. However, we may not agree to a requested amendment, and provide you with written notice of either action within 60 days of your request.
- Request confidential communication. For example, you may prefer to be communicated with in a specific way. We will accommodate all reasonable requests.
- Ask us to limit the information we share for treatment, payment, or health care operations. However, we may not agree to a requested restriction, for example, if it would

impact your/your dependent's care. If you pay for a service or health care item out-of-pocket in full, you can ask Scribbles and Wonder, P.C. not to share PHI with you/your dependent's health insurer.

- Get a list of those with whom we've shared your/your dependent's information within the previous six years. You can receive one accounting every 12 months at no charge, but you may be charged a reasonable fee if you ask for one more frequently. This list would include with whom we shared PHI and why, except those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make).
- Get a copy of this privacy notice upon request in a timely manner, even if you agreed to receive this notice electronically.
- Choose someone to act for you if you have given someone medical power of attorney or if someone is your legal guardian, then they can exercise your rights. We may request documentation, in order to ensure the person has this authority to act for you.
- File a complaint if you believe your/your dependent's privacy rights have been violated with Caroline Stevens and/or Scribbles and Wonder, P.C. directly, in writing to caroline@scribblesandwonder.com, by calling 847-238-2240, or 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 <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>. Scribbles and Wonder, P.C. will not retaliate against you/your dependent for filing a complaint.

In most cases, parents or legal guardians have the right to access the PHI of minors under the age of 18. However, Illinois law provides certain circumstances in which minors may consent to specific types of health care services and may control related information. In such cases, Scribbles and Wonder, P.C. will comply with applicable Illinois law regarding minor consent and confidentiality.

Our Responsibilities

- Scribbles and Wonder, P.C. is required by law to maintain the privacy and security of PHI.
- Scribbles and Wonder, P.C. is required to abide by the terms of this Notice currently in effect. Where more stringent state or federal law governs PHI, Scribbles and Wonder, P.C. will abide by the more stringent law.
- Scribbles and Wonder, P.C. reserves the right to amend this Notice. All changes are applicable to PHI collected and maintained by Scribbles and Wonder, P.C. Should Scribbles and Wonder, P.C. make changes, you may obtain a revised Notice by requesting a copy from the Practice, using the information above.
- Scribbles and Wonder, P.C. will inform you if PHI is compromised in a breach, without unreasonable delay and no later than 60 days following discovery of a breach of unsecured PHI, as required by law.
- In addition to federal HIPAA requirements, Scribbles and Wonder, P.C. complies with the Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110).

To the extent this Act provides greater protection to your information than federal law, we will follow Illinois law. Certain mental health and developmental disability records may require specific written authorization for disclosure, even when federal law would otherwise permit disclosure.

For any questions about this Notice or any of the policies above. Please contact Caroline Stevens, Scribbles and Wonder, P.C., by email at caroline@scribblesandwonder.com or by calling 847-238-2240.