

Notice of Privacy Practices

Anna Beth Baden, M.Ed., BCBA, LBA · d/b/a AB Behavioral Consulting and Practically Prepped ABA

Effective Date: September 2, 2026

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.

Our Commitment to Your Privacy

This Notice is given by Anna Beth Baden, M.Ed., BCBA, LBA, doing business as AB Behavioral Consulting and Practically Prepped ABA (“we,” “us,” or “the practice”). We are committed to protecting the privacy of health information about your family. This Notice describes how we may use and disclose protected health information (PHI) and your rights regarding that information.

This Notice covers health information about the child receiving services and about participating caregivers. A parent or legal guardian may exercise the rights in this Notice on behalf of a minor child.

How We May Use and Disclose Your Health Information

For Treatment

We may use and share your health information to provide, coordinate, or manage the parent-training and coaching services you receive.

Example: We may document session notes and review progress toward the goals in your written treatment plan.

For Payment

Because all services are private-pay, we use your information primarily to process payments through our secure client portal and to provide receipts or statements upon request. We do not bill insurance, Medicaid, Medicare, or other third-party payers, and we do not issue superbills.

Example: We may generate an invoice or payment receipt for a completed session or package.

For Health Care Operations

We may use and share your information for quality improvement, administrative, and other operational purposes related to running the practice.

Example: We may review records to evaluate the effectiveness of our services or to improve our clinical processes.

Coordination of Care with Other Providers

We do not share your or your child’s information with other providers (including occupational therapy, speech, counseling, pediatricians, or other clinicians) unless you complete the written coordination of care authorization in our client portal, or we are required by law to disclose it. Completing that authorization is optional. We will not condition services on it.

Schools and Educational Teams

We do not disclose information to schools, IEP teams, or other third parties for educational purposes unless you authorize it in writing or the law requires it. Our services are not school-based and are not a substitute for school or IEP services.

Email, Text, and Electronic Communication

Standard email and text messages are not a secure or encrypted method of transmitting protected health information. Please do not send sensitive health, clinical, or personal information about your child or family through regular email or text.

For secure communication, please use the messaging features in our client portal, or contact us by phone at 919-801-5055. We are happy to discuss non-sensitive matters (such as scheduling) by email or text.

We do not record sessions unless you give written permission in advance.

Uses and Disclosures That Require Your Written Authorization

We will not use or disclose your or your child's information, photo, or story for marketing, our website, social media, or testimonials without your written authorization.

We will not sell your protected health information.

Any other use or disclosure of your health information not described in this Notice will be made only with your written authorization. You may revoke an authorization at any time in writing, except to the extent we have already acted in reliance on it.

Other Uses and Disclosures Allowed or Required by Law

We may also use or disclose your information without your authorization when required or permitted by law, including:

- Reporting suspected child abuse or neglect (mandated reporting)
- Responding to a court order or other legal process
- Preventing or lessening a serious and imminent threat to health or safety
- Public health activities or health oversight activities as required by law

Your Rights Regarding Your Health Information

You have the right to:

- Request restrictions on certain uses and disclosures of your PHI. We are not required to agree to every request, except in limited circumstances when you pay fully out-of-pocket and request that we not share information with a health plan. (We do not bill health plans.)
- Request that we communicate with you in a certain way or at a certain location for privacy
- Inspect and obtain a copy of your health information, including an electronic copy of records we keep electronically. We will respond within the timeframes required by law (generally 30 days).
- Request an amendment if you believe information is incorrect or incomplete
- Receive an accounting of certain disclosures of your PHI
- Obtain a paper copy of this Notice at any time
- File a complaint if you believe your privacy rights have been violated

To exercise these rights, contact Anna Beth Baden using the information at the end of this Notice.

Our Duties

We are required by law to:

- Maintain the privacy of your protected health information
- Provide you with this Notice of our legal duties and privacy practices

- Follow the terms of the Notice that is currently in effect
- Notify you following a breach of unsecured protected health information

Complaints

If you believe your privacy rights have been violated, you may file a complaint with AB Behavioral Consulting using the contact information below, or with the U.S. Department of Health and Human Services, Office for Civil Rights at www.hhs.gov/ocr/privacy/hipaa/complaints/. You will not be retaliated against for filing a complaint.

Contact Information

For questions about this Notice or to exercise your rights, please contact:

Anna Beth Baden, M.Ed., BCBA, LBA

AB Behavioral Consulting · Practically Prepped ABA

919-801-5055 · www.abbehavioral.com

Please use the client portal or phone for matters that include health information. Do not send PHI by unsecured email.

Changes to This Notice

We reserve the right to change this Notice and to make the revised Notice effective for all protected health information we maintain. The current Notice will be available upon request, on our website at www.abbehavioral.com, and through our client portal.