



Communication Disorders Clinic

Augmentative-Alternative Communication Adult Intake Form

Personal Information:

Name: _____ Date of Birth: _____

Address: _____ City: _____

Home Phone: _____ State & Zip: _____

Phone preferred to schedule appointments: _____

Occupation: _____ Business Phone: _____

Employer: _____

Referred by: _____ Phone: _____

Physician: _____ Phone: _____

Are you a student? _____ Yes _____ No

School Name: _____

Major: _____ Year: _____

Please circle highest level of degree earned.

High School Some College BA/BS Masters Degree Doctoral Degree

Please list Family Members/Caregivers and Contact Information:

Name of person who is completing this form: _____

Email Address: _____

Name/Relationship: _____ Phone: _____

Name/Relationship: _____ Phone: _____

Name/Relationship: _____ Phone: _____

Special Needs:

Do you require the assistance of a caregiver? (*The Clinic requires persons in need of assistance in transferring to have their caregiver on premises at all times.*)

Name/Agency: _____ Phone: _____

Who provides your transportation to the clinic?

Name/Agency: _____ Phone: _____

If in need of a wheelchair, can you transfer independently and use the restroom with minimal assistance? _____

Medical History:

Have you ever had any serious physical illness? Yes No If yes, explain:

Do you have any physical condition or disability? Yes No If yes, explain:

Have you ever had any operations? Yes No If yes, explain:

Have you ever been hospitalized for other reasons? Yes No If yes, explain:

Have you experienced any chronic illness? Yes No If yes, explain:

Is your vision normal? Yes No If not, explain:

Is your hearing normal? Yes No If not, explain:

Do you have any medical condition? Yes No If not, explain:

What medications do you take? _____

Language(s) spoken in your home as a child _____

Language(s) presently spoken at home _____

What is your first language? _____

Do you use:

Alcohol of any kind?	No	Sometimes	Often	Daily	Amount: _____
Smoke?	No	Sometimes	Often	Daily	Amount: _____
Drugs?	No	Sometimes	Often	Daily	Type: _____

Check those conditions with which you have been diagnosed:

☐ High Blood Pressure
☐ Heart Attack
☐ Stroke
☐ Neurological Disorders (i.e., Parkinson's)
☐ Brain Injury/Anoxia
☐ Seizure disorder (i.e., epilepsy)
☐ Respiratory Problems
☐ Pneumonia
☐ Swallowing Disorder (i.e., Dysphagia)
☐ Vocal nodules/polyps
☐ Vocal cord paralysis
☐ Visual difficulties
☐ Paralysis
☐ Psychological Trauma or Mental illness
☐ Learning disability (i.e., dyslexia)
☐ Developmental disability (i.e., Autism)

Please check those symptoms that describe your condition:

☐ Articulation difficulties (unintelligible speech)
☐ Difficulty understanding what people say
☐ Difficulty thinking of words
☐ Difficulty saying words and sentences
☐ Difficulty reading or writing
☐ Stuttering (repetitions, prolongations)
☐ Confused or difficulty thinking things through clearly
☐ Memory difficulty
☐ Slow or slurred speech
☐ Voice (i.e., Hoarse voice, breathy voice)
☐ Difficulty swallowing/ choking or coughing on foods or liquids
☐ Need of assistance in walking
☐ Hearing difficulty

Speech & Language Information:

Please check the areas that you are concerned with regarding your speech/language:

☐ Fluency (Stuttering)
☐ Aural Rehabilitation
☐ Auditory Processing
☐ Speech/Articulation

- ☐ Language
- ☐ Voice/LSVT
- ☐ Reading
- ☐ Swallowing
- ☐ Aphasia – difficulty saying or thinking of words/difficulty understanding words
- ☐ Dysarthria – slurred or unclear speech
- ☐ Accent Reduction
- ☐ Augmentative and Alternative Communications (AAC)
- ☐ TBI – Cognitive or thinking problems

What brings you to our clinic/center? Please list any specific questions you might have and/or how you think we may be able to help in working with your family:

Description of Problem:

When was the problem first evident, and who mentioned it?

Has this problem interfered with your academic or professional career?

Has your speech been better or worse at any time in the past or has it always been about the same? Describe any changes that have occurred.

Have you had prior professional speech, language, reading, and/or hearing testing?

☐ Yes ☐ No

If yes, When _____ Where _____

By whom (Name/Agency): _____

Outcome _____

How would others describe your speech?

- ☐ easy to understand
- ☐ difficult for parents/friends/teachers/co-workers to understand
- ☐ difficult for others (strangers) to understand
- ☐ almost never understood by others
- ☐ different from other people of the same age

Do you have difficulty producing certain sounds? _____ Yes _____ No

If "yes," which ones? _____

Do you hesitate and/or repeat sounds or words? _____ Yes _____ No

Do you "get stuck" when attempting to say a word? _____ Yes _____ No

Do you have concerns about your voice? _____ Yes _____ No

Do you have concerns about your reading or writing? _____ Yes _____ No

MOTOR ABILITIES (Check here if this section not applicable _____)

If applicable, please check all that apply:

	Normal	Able but slow	Unable without assistance
Holding head steady			
Sitting without help			
Walking			
Using hands			

Can most easily control movement of:

_____ Eyes

_____ Head

_____ Foot

_____ Right hand

_____ Left hand

Does client fall or lose balance easily?

In what position does client spend the majority of the time at home? (Please circle one):

Sitting erect, semi-reclined on back, on stomach, on side (Right) (Left)

Apparatus/aids: Please check boxes in this table that apply

	Uses presently	Used in the past	Never used
Wheelchair			
Lower extremity braces			
Back brace/trunk support			
Crutches/cane/walker			
Splint(s) where?			
Overhead sling			
Headstick			
Computer			
Dressing aids			
Transfer aids			
Feeding aids			
Other			

If wheelchair is used, please describe the following:

Make _____

Motorized _____ Manual _____

Insert components _____ Lap belt _____

Harness _____ Lap tray measurements _____

Independent mobility _____

Activities tray is used for _____

Does client prefer the right or left hand? _____

Most reliable movement patterns:

Pointing _____ Eye pointing _____

Raising arm _____ Other e.g. foot or knee etc. _____

Does client have difficulty chewing or swallowing?

Does he/she drool?

AIDED COMMUNICATION (Use of communication boards, electronic devices etc.)

Please describe the type of aided communication system/device currently used:

How long has the client been using the device described? _____

Please list all communication systems used in the past and check whether the system proved to be unsuccessful or unsuccessful.

System	Successful	Unsuccessful (State possible reason for lack of success.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

How are (or would) vocabulary items represented on the client's communication board/device? Also what size and how many items?

Photographs _____ Size _____ Number _____

Color pictures _____ Size _____ Number _____

Line drawings _____ Size _____ Number _____

Letters/words _____ Size _____ Number _____

Other _____ Size _____ Number _____

If possible, list the vocabulary items displayed on the client's communication aid.

The client primarily uses the communication aids/devices:

Imitatively _____

In response to questions _____

In response to commands _____ (Example: "Show me what you want.")

Spontaneously _____ (i.e. on his/her own initiative without cueing)

Are modifications necessary to accommodate visual impairments? (i.e. color contrast, placement of pictures on overlays, etc.)

Does the client combine symbols to form a message? How many?

Identify switch, activation site, and reliability of site (if applicable):

SOCIAL INFORMATION/ COMMUNICATION NEEDS

Describe the client's interactions with others:

Please list the items/activities the client most frequently desires/attempts communication:

Food:

Daily needs:

Other:

Is the client currently employed? Yes? _____ No? _____

If so, please describe duties and communication needs in the work place.

THERAPEUTIC HISTORY

List all therapeutic/services the client is currently receiving in the table below:

Type of Service (ST, OT, PT etc.)	Frequency (# month)	Duration (# minutes per session)	Site (Clinic, outpatient etc.)	Objectives

If an AAC system is recommended, who will be the people to implement the AAC system for/with the client?

SUPPORT SERVICES

Indicate agencies for possible financial assistance:

Medicaid _____ Vocational Rehabilitation _____

Medicare _____ Private Insurance (company) _____

SSI _____ Church group _____

Service Group _____ Fund raisers _____

Other (explain) _____



Communication Disorders Clinic

Section I:

Patient Information

Date _____

Name: _____ Prefer to be called: _____

Address: _____ City: _____ State: _____ Zip _____

Phone (____) _____ Work Phone (____) _____ Cell Phone (____) _____

The best time to contact me is: _____ ☐ A.M. ☐ P.M. on my ☐ Home phone ☐ Work phone ☐ Cell phone

Date of Birth: _____ Last 4 digits of SSN#: _____

Check Appropriate Box: ☐ Minor ☐ Single ☐ Married ☐ Widowed

If Student, Name of School _____ City/State _____ ☐ FT ☐ PT

Spouse or Parent's Name: _____ Employer _____ Work Phone _____

Whom may we thank for referring you? _____

Person to contact in case of emergency _____ Phone _____

Referring Physician: _____ Address: _____

Phone: _____ Fax: _____

Section II

Responsible Party

Relationship to Patient: ☐ Self ☐ Spouse ☐ Parent ☐ Other _____

Name: _____

Address (if different from above): _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Employer _____ Work Phone (____) _____ Last 4-digits of SSN# _____

Section III

Insurance Information

Name of Insured _____ DOB _____ Relationship to Patient _____

Last 4 digits of SSN#: _____ Name of Employer: _____ Work Phone: (____) _____

Address of Employer: _____ City _____ State: _____ Zip _____

Insurance Company _____ Grp # _____ ID# _____

Ins. Co. Address: _____ Ins. Co. Phone: _____

DO YOU HAVE ANY ADDITIONAL INSURANCE? ☐ Yes ☐ No IF YES, COMPLETE THE SECTION BELOW

Name of Insured _____ DOB _____ Relationship to Patient _____

Last 4 digits of SSN#: _____ Name of Employer: _____ Work Phone: (____) _____

Address of Employer: _____ City _____ State: _____ Zip _____

Insurance Company _____ Grp # _____ ID# _____

Ins. Co. Address: _____ Ins. Co. Phone: _____

UCF COMMUNICATION DISORDERS CLINIC DRIVING DIRECTIONS

The University of Central Florida's Communication Disorders Clinic is located in the Central Florida Research Park in the Innovative Center at 3280 Progress Drive, Orlando, FL 32826.

From Winter Park

Take University Boulevard east to Alafaya Trail, then right (south) to Research Parkway. Turn left (east) at Bank of America, entering Central Florida Research Park. Turn left onto Progress Drive, you will see a Tropical Smoothie sign on the corner. If you pass through the light at Technology Parkway you will have gone too far. The Innovative Center will be on the left side, just at the entry to the round-about.

From Orlando – Using SR 50

Take Colonial Drive (State Road 50) east to Alafaya Trail. Turn left (north) onto Alafaya Trail. At the third traffic light (Bank of America's on the corner), turn right (east) on Research Parkway, entering Central Florida Research Park. Turn left onto Progress Drive, you will see a Tropical Smoothie sign on the corner. If you pass through the light at Technology Parkway you will have gone too far. The Innovative Center will be on the left side, just at the entry to the round-about.

From Orlando – Using East-West Expressway

Take the East-West Expressway east. Do not exit to the left where there is a sign indicating that you should go left to UCF but continue on the expressway until you reach the Alafaya Trail exit. After exiting, turn left (north) on Alafaya Trail. After crossing Colonial Drive (State Road 50), proceed to the third traffic light (Bank of America's on the corner), turn right (east) on Research Parkway, entering Central Florida Research Park. Turn left onto Progress Drive, you will see a Tropical Smoothie sign on the corner. If you pass through the light at Technology Parkway you will have gone too far. The Innovative Center will be on the left side, just at the entry to the round-about.

From North of Orlando

Take the toll road SR-417 South to University Boulevard East (exit 37) towards UCF. Turn right onto SR-434S (Alafaya Trail) in approximately 2.7 miles. From SR-434S you will turn left onto Research Parkway in approximately 0.7 miles, there will be a Bank of America on the corner. Turn left onto Progress Drive, you will see a Tropical Smoothie sign on the corner. If you pass through the light at Technology Parkway you will have gone too far. The Innovative Center will be on the left side, just at the entry to the round-about.

From South of Orlando

Take the Florida Turnpike North or I-4 east to toll road SR-417 North (towards Orlando/Sanford). Merge onto toll road SR-408 East (exit 33a, towards Titusville). Take the Alafaya Trail exit (number 21). After crossing Colonial Drive (State Road 50), proceed to the third traffic light (Bank of America's on the corner), turn right (east) on Research Parkway, entering Central Florida Research Park. Turn left onto Progress Drive, you will see a Tropical Smoothie sign on the corner. If you pass through the light at Technology Parkway you will have gone too far. The Innovative Center will be on the left side, just at the entry to the round-about.

If you would prefer to use Map Quest for directions, our address is:
3280 Progress Drive, Suite 500, Orlando, FL 32826
Phone: 407-882-0468



Communication Disorders Clinic

AUTHORIZATION TO VIDEO TAPE, AUDIO TAPE, PHOTOGRAPH AND/OR OBSERVE

The University of Central Florida's Communication Disorders Program, in addition to providing services to the Central Florida community, functions as a training clinic for graduate students in the Communication Disorders Program. The Florida Alliance for Assistive Services and Technology (FAAST) also provides similar training and supervision in conjunction with the University Communication Disorders program. Because of this, you may encounter certain situations in the clinic that you might not be exposed to in another treatment setting.

In order for the student clinician to receive thorough supervision, it may be necessary for the clinician to tape (Audiotape and Videotape) the sessions. In addition, there is a one-way mirror in each therapy room, and an observation room adjoining. From time to time, the student clinician's session may be observed by the supervisor or by other student clinicians. At times, video and audio tape(s) may be used for educational purposes.

A fully qualified professional supervises each client's program at the Clinic. Graduate Students may be assigned to work with certain clients. A qualified faculty member, however, will be responsible for the professional services. This professional will supervise, counsel and direct the clinical activities.

In hereby authorize clinical personnel from the [] Communication Disorders Clinic and/or [] FAAST to video tape, audio tape, photograph, and/or observe clinical sessions for:

(Client's name)

Date

Signature of Client

Signature of Parent/Guardian



Communication Disorders Clinic

PERMISSION TO RELEASE INFORMATION

I hereby grant the Communication Disorders Clinic of the University of Central Florida permission to release information from the records of _____ to FAAST and the agencies listed below. (Client's name)

Send to:

FAAST, Florida Alliance for Assistive Services and Technology

325 John Knox Road, Building 400, Suite 402 · Tallahassee, Florida 32303

Solely for the purposes of evaluating the services provided by the FAAST Regional Demonstration Center

[] (Parent/Guardian initial here)

Send to:

Agency/Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Agency/Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Agency/Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Agency/Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Date

Signature of Client

Signature of Parent/Guardian

PATIENT CONSENT TO THE USE AND DISCLOSURE OF HEALTH INFORMATION FOR TREATMENT, PAYMENT OR HEALTHCARE OPERATIONS

I understand that as part of my healthcare, this organization originates and maintains health records describing my health history, symptoms, examination and test results, diagnoses, treatment and any plans for future care or treatment. I understand that this information serves as:

- A basis for planning my care and treatment
- A means of communication among the many health professional who contribute to my care
- A source of information for applying my diagnosis and surgical information to my bill
- A means by which a third-party payer can verify that services billed were actually provided
- And a tool for routine healthcare operations such as assessing quality and reviewing the competence of healthcare professionals

I understand and have been provided with a Notice of Information Practices that provides a more complete description of information uses and disclosures. I understand that I have the right to review the notice prior to signing this consent. I understand that the organization reserves the right to change their notice and practices and prior to implementation will post information of this change. I understand that I have the right to request restrictions as to how my health information may be used or disclosed to carry out treatment, payment or healthcare operations and that the organization is not required to agree to the restrictions requested. I understand that I may revoke this consent in writing, except to the extent that the organization has already taken action in reliance thereon.

I authorize UCF Communication Disorders Clinic to use or disclose to UCF Foundation for purposes of fundraising for the benefit of UCF Communication Disorders Clinic the following: my name, address, phone number, date of birth, gender, the outcome of care, health insurance status and the service dates. I understand when I receive such fundraising communication, I have a right to opt-out of receiving future fundraising communications.

I authorize UCF Communication Disorders Clinic to use an automated telephone system and/or email and to use my name, address and phone number; the name of my scheduled treating physician; and the time of my scheduled appointment(s), for the limited purpose of contacting me to notify me of a pending appointment or other healthcare-related communication. I also authorize Communication Disorders Clinic to disclose to third parties who answer my phone limited protected health information regarding pending appointments, and to leave a reminder message on my voicemail system or answering machine.

Signature of Patient or Personal Representative

Date

Printed Name of Patient or Personal Representative



Communication Disorders Clinic

General Medical Records Request

Please complete the following information:

Patient Name: _____

Address: _____

Phone: _____

SSN: _____ Date of Birth: ____/____/____

Provider/Entity to Release Records

Practice/Group Name: _____

Treating Provider(s): _____

Address: _____

Phone: _____ Fax: _____

I authorize the custodian of records of the above named provider(s) or other person/entity (specifically described) to disclose/release the following information (check all applicable):

☐ All records (Diagnosis and Treatment)

☐ Laboratory/pathology records

☐ X-ray/radiology records

☐ Abstract/Summary (Diagnosis and Treatment)

☐ Pharmacy/prescription records

☐ Other (describe specifically)

These records are for services provided on the following date(s): _____

Please send the records listed above to:

**UCF Communication Disorders Clinic (Attn:
Medical Records)**

3280 Progress Dr, Suite 500, Orlando, FL 32826

407-882-0468 Fax: 407-882-0483

This authorization shall expire no later than: ____/____/____ or upon the following event _____ (whichever is sooner) and may not be valid for greater than one year from the date of signature for Florida medical records. I understand that after the custodian of records discloses my health information, it may no longer be protected by federal privacy laws. I further understand that this authorization is voluntary and that I may refuse to sign this authorization. My refusal to sign will not affect my ability to obtain treatment; receive payment; or eligibility for benefits unless allowed by law. By signing below I represent and warrant that I have authority to sign this document and authorize the use or disclosure of protected health information and that there are no claims or orders pending or in effect that would prohibit, limit, or otherwise restrict my ability to authorize the use or disclosure of this protected health information.

Signature of patient or personal representative

Printed name

Date

You have the right to revoke this authorization, except to the extent the custodian of records has relied on it, by sending your written request to the Privacy Liaison, 3280 Progress Dr, Suite 500 Orlando, FL 32826.



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.

WHO WILL FOLLOW THIS NOTICE

This notice describes our Communication Disorders Clinic's practices and that of:

- Any health care professional authorized to enter information into your Clinic chart.
- All departments of the Communication Disorders Clinic.
- All employees, staff and other Clinic personnel
- In addition, Business Associates of the Communication Disorders Clinic may share medical information with each other for treatment, payment or Clinic operations purposes described in this notice.

OUR PLEDGE REGARDING MEDICAL INFORMATION

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive at the Communication Disorders Clinic. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by the Communication Disorders Clinic, whether made by Communication Disorders Clinic personnel or your personal doctor. Your personal doctor may have different policies or notices regarding the doctor's use and disclosure of your medical information created in the doctor's office or clinic.

We are required by law to:

- Make sure that medical information that identifies you is kept private;
- Give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- Follow the terms of the notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU:

The following categories describe different ways that we use and disclose medical information. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

For Treatment

We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians or other Communication Disorders Clinic personnel who are involved in taking care of you at the Communication Disorders Clinic. Different departments of the Communication Disorders Clinic also may share medical information about you in order to coordinate the different things you need, such as prescriptions, lab work and x-rays. We also may disclose medical information about you to people outside the Communication Disorders Clinic who may be involved in your medical care after you leave the Communication Disorders Clinic in the case of referrals or hospital transfers.

For Payment

We may use and disclose medical information about you so that the treatment and services you receive at the Communication Disorders Clinic may be billed to and payment may be collected from you, an insurance company or a third party. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.

For Health Care Operations

We may use and disclose medical information about you for Communication Disorders Clinic operations. These uses and disclosures are necessary to run the Communication Disorders Clinic and make sure that all of our patients receive quality care. For example, we may use medical information to review our treatment and services and to evaluate the performance of our staff in caring for you. We may also combine medical information about many Communication Disorders Clinic patients to decide what additional services we should offer, what services are not needed and whether certain new treatments are effective. We may also disclose information to doctors, nurses, technicians and other Communication Disorders Clinic personnel for review and learning purposes. We may also combine the medical information we have with medical information from other Communication Disorders Clinics to compare how we are doing and see where we can make improvements in the care and services we offer. We may remove information that identifies you from this set of medical information so others may use it without learning who the specific patients are.

Appointment Reminders

We may use and disclose medical information to contact you as a reminder that you have an appointment for treatment at the Communication Disorders Clinic.

Treatment Alternatives

We may use and disclose medical information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

Health-Related Benefits and Services

We may use and disclose medical information to tell you about health-related benefits or services that may be of interest to you.

Individuals Involved in Your Care or Payment for Your Care

We may release medical information about you to a friend or family member who is involved in your medical care. We may also give information to someone who helps pay for your care. In addition, we may disclose medical information about you to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location.

As Required By Law

We will disclose medical information about you when required to do so by federal, state or local law.

To Avert a Serious Threat to Health or Safety

We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

Public Health Risks

We may disclose medical information about you for public health activities. These activities generally include the following:

- To prevent or control disease, injury or disability;
- To report reactions to medications or problems with products;
- To notify people of recalls of products they may be using;
- To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
- To notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

Health Oversight Activities

We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, inspections and licensure.

Fundraising

We may use or disclose your information for fundraising campaigns, programs and events to benefit UCF Communication Disorders Clinic. We may use or disclose your information, such as your name, address, phone number, date of birth, gender, the outcome of your care, health insurance status and the dates you received services at UCF Communication Disorders Clinic, for fundraising efforts. We may contact you about fundraising and you may opt-out of receiving fundraising communications in the future by contacting us at [insert phone number].

Lawsuits and Disputes

If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information released.

Law Enforcement

We may release medical information if asked to do so by a law enforcement official:

- In response to a court order, subpoena, warrant, summons or similar process;
- To identify or locate a suspect, fugitive, material witness or missing person;
- About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
- About a death we believe may be the result of criminal conduct;
- About criminal conduct at the Student Health Center; and
- In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU

You have the following rights regarding medical information we maintain about you:

Right to Inspect and Copy

You have the right to inspect and copy medical information that may be used to make decisions about your care. Usually, this includes medical and billing records, but does not include psychotherapy notes. To inspect and copy medical information that may be used to make decisions about you, you must submit your request, in writing, to the Communication Disorders Clinic Medical Records department.

Right to Amend

If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the Communication Disorders Clinic. To request an amendment, your request must be made, in writing, and submitted to the Communication Disorders Clinic Privacy Compliance Officer. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the medical information kept by Communication Disorders Clinic;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete.

Right to an Accounting of Disclosures

You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of medical information about you.

To request this list or accounting of disclosures, you must submit your request in writing to the Communication Disorders Clinic Privacy Compliance Officer. Your request must state a time period, which may not be longer than six years and may not include dates before April 1, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically).

Right to Request Restrictions

You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend.

We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment. To request restrictions, you must make your request in writing, to the Communication Disorders Clinic Privacy Compliance Officer. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply.

Right to Request Confidential Communications

You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. To request confidential communications, you must make your request, in writing, to the Communication Disorders Clinic Privacy Compliance Officer. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to Paper Copy of This Notice

You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. You may obtain a copy of this notice at our website, www.shs.ucf.edu. To obtain a paper copy of this notice, go to the Communication Disorders Clinic at 3280 Progress Drive, Suite 500, Orlando, FL 32826.

CHANGES TO THIS NOTICE

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current notice in the Communication Disorders Clinic. The notice will contain on the first page, in the top right-hand corner, the effective date.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with the Communication Disorders Clinic. To file a complaint with the Communication Disorders Clinic, contact Dr. Charlotte Harvey, Privacy Compliance Officer, Communication Disorders Clinic, 3280 Progress Drive, Suite 500, Orlando, FL 32826. All complaints must be submitted in writing.

You will not be penalized for filing a complaint.

OTHER USES OF MEDICAL INFORMATION

Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission and that we are required to retain our records of the care that we provided to you.