

Dynamic Physical Therapy and Sports Conditioning

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Notice of Privacy Policies: HIPPA

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Understanding Your Health Record/Information: Every time you are treated at Dynamic Physical Therapy and Sports Conditioning, a record of your visit is made. This record contains your symptoms, examination findings, test results, treatment, response to treatment, and a plan of care. This medical record serves as:

- Legal document of treatment session
- Means of communication among healthcare providers
- Basis for planning your care and treatment
- Verification for third party payer that services billed were actually provided
- A resource for educating health professionals
- A resource for your therapist to track progress and improve the care they are providing

Understanding what is in your medical record and how your health information is used helps you ensure its accuracy, better understand who may access your health information, and make more informed decisions when authorizing disclosures to others.

Your Health Information Rights: Although your health record is the physical property of Dynamic Physical Therapy and Sports Conditioning, the information belongs to you. You have the right to:

- Obtain a copy of this notice
- Review and receive a copy of your health record that we retain on your behalf.
- Request in writing an amendment to your personal health information. We are not obligated to make all requested changes but will give each request careful consideration.
- Obtain an accounting of disclosures of your health information other than for treatment, payment and healthcare operations.
- Request communications of your health information by alternative means or at alternative locations
- Request a restriction on certain uses and disclosures of your information. We are not required to agree to your restriction request, but will attempt to accommodate reasonable request when appropriate.
- Right to request a restriction or limitation on the health information we use or disclose about you except to the extent that action has already been taken

Dynamic Physical Therapy and Sports Conditioning is required to:

- Maintain the privacy and security of your protected health information
- Provide you with this notice as to our legal duties and privacy practices
- Abide by the terms of this notice

Dynamic Physical Therapy and Sports Conditioning reserves the right to change practices and to make the new provisions effective for all protected health information that is maintained. We will post a copy of the current Notice of Privacy Practices on our website in addition to updating the printed copy on file at the clinic.

Dynamic Physical Therapy and Sports Conditioning will not use or disclose your health information without your authorization, except as described in this notice.

Uses and Disclosures of Protected Health Information: Dynamic Physical Therapy and Sports Conditioning may use or disclose protected health information about you for treatment, payment, and health care operations. The following are examples of types of uses and disclosures that we are permitted to make.

- **For Treatment:** We may use and share your health information with other professionals for the purposes of medical treatment. For example, a doctor treating you for a broken leg may need additional information on your overall health condition for reasons included, but not limited to: prognosis, prescribing medication, and course of treatment.
- **For Payment:** We may use and share health information about you so that the treatment and services you receive at Dynamic Physical Therapy and Sports Conditioning may be billed to you, an insurance company or a third party. For example, we may need to share information with your health insurance plan about the treatment you will receive or services provided to you to receive approval and payments from your health insurance plan.
- **For Health Care Operations:** We may use and share your health information for reasons included, but not limited to: quality assessment, improve your care, develop and evaluate clinical protocols, business development, insurance claims management, risk management, professional review, performance evaluation, credentialing activities, review and auditing, and customer service.

Other Allowable Uses Of Your Health Information

- **Business Associates:** There are some services provided through contacts with business associates with whom Dynamic Physical Therapy and Sports Conditioning has written agreements containing terms to protect the privacy of your personal health information. When these services are contacted, Dynamic Physical Therapy and Sports Conditioning may disclose your health information to the business associates so that they can perform the job they are appointed to do, which may include billing you or your third-party payer for services rendered. In order to protect your health information

Dynamic Physical Therapy and Sports Conditioning requires the business associates to appropriately safeguard your information.

- **Notification:** Dynamic Physical Therapy and Sports Conditioning may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition. As a means of communication, Dynamic Physical Therapy and Sports Conditioning may: leave a message on your voicemail, mail you a postcard or written notice, email you, your healthcare provider, or case manager.
- **Research:** Dynamic Physical Therapy and Sports Conditioning may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.
- **On Your Authorization:** You may give Dynamic Physical Therapy and Sports Conditioning written authorization to use your personal health information or to disclose it to another person and for the purpose you designate. If you give the authorization, you may withdraw it in writing at any time. Your withdrawal will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give Dynamic Physical Therapy and Sports Conditioning a written authorization, this company cannot use or disclose your personal health information for any reason except those described in this notice.
- **Comply with the law:** Dynamic Physical Therapy and Sports Conditioning may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.
- **Workers' Compensation:** Dynamic Physical Therapy and Sports Conditioning may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law. This may include communication either in writing, email, or by telephone with a case manager in charge of your case.

COMPLAINTS

If you believe your privacy rights have been violated, you can file a complaint with Dynamic Physical Therapy and Sports Conditioning or with the Secretary of the Department of Health and Human Services in writing within 180 days of a violation of your rights. There will be no retaliation for filing a complaint.