

NOTICE OF PRIVACY PRACTICES

**HURST PHYSICAL THERAPY, INC.
DEBBIE HURST, P.T. & LARRY HURST, P.T
1111 WEST HOBSONWAY
BLYTHE, CA 92225**

Privacy Officer: Larry Hurst, P.T.

Effective Date: June 23, 2003

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.

We understand the importance of privacy and are committed to maintaining the confidentiality of your medical information. We make a record of the medical care we provide and may receive such records from others. We use these records to provide to you as allowed by your health plan and to enable us to meet our professional and legal obligations to operate this physical therapy properly. We are required by law to maintain the privacy of protected health information and to provide individuals with notice of our legal duties and privacy practices with respect to protected health information. The notice describes how we may use and disclose your medical information. It also describes your rights and our legal obligations with respect to your medical information. If you have any questions about this notice, please contact our Privacy Officer listed above.

A. How this Physical Therapy May Use or Disclose Your Health Information:

This practice collects health information about you and stores it in a chart and on the computer. This is your medical record. The medical record is the property of this practice, but the information in the medical record belongs to you. The law permits us to use or disclose your health information for the following purposes:

- 1) Treatment: We use medical information about you to provide your medical care. We disclose medical information to our employees and other who are involved in providing the care you need. For example, we may share your medical information with other physicians or other health care providers who will provide services which we do not provide. We may also disclose medical information to members of your family or others who can help you when you are sick or injured.
- 2) Payment: we use and disclose medical information about you to obtain payment for the service we provide. For example, we give your health plan the information it requires before it will pay us. We may also disclose information to other healthcare providers to assist them in obtaining payment for services they have provided to you.
- 3) Health care operations: We may use and disclose medical information about you to operate this practice. For example we may use and disclose this information to review and improve the quality of care we provide, or the competence and qualifications of our professional staff. Or we may use and disclose this information to get your health plan authorize services or referrals. We may also use and disclose this information as necessary for medical reviews, legal services and audits, including fraud and abuse detection and compliance programs and business planning and management. We may also share your medical information with our "business associates" such as our billing service that performs administrative services for us. We have a written contract with each other of these business associates that contain terms requiring them to protect the confidentiality of your medical information. Although federal law does not protect health information which is disclosed to someone other than another healthcare provider, health plan or healthcare clearinghouse, under California law all recipients of health care information are prohibited for re-disclosing it except as specifically required or permitted by law. We may also share your information with other health care providers, health care clearinghouses or health plans that have a relationship with you, when they request this information to help them with their quality assessments and improvements activities, their efforts to improve health or reduce healthcare cost, their review of competence, qualifications and performance of health care professionals, their training programs, their accreditation, certification or licensing activities, or their healthcare fraud and abuse detection and compliance efforts.

- 4) Appointment Reminders: We may use and disclose medical information to contact and remind you about appointments. If you are not home, we may leave this information on your answering machine or in a message left with the person answering the phone.
- 5) Sign in Sheet: We may use and disclose medical information about you by having you sign in when you arrive at our office. We may also call out your name when we are ready to see you.
- 6) Notification and communication with family: We may disclose your health information to notify or assist in notifying a family member, your personal representation or another person responsible for your care about your location, your general condition or in the event of your death. In the event of a disaster, we may disclose information to a relief organization so that they may coordinate these notifications efforts. We may also disclose information to someone who is involved with your care or helps pay for your care. If you are able and available to agree or object, we will give you the opportunity to object prior to making these disclosures, although we may disclose this information in a disaster even over your objection if we believe it is necessary to respond to the emergency circumstances. If you are unable or unavailable to agree or object, our health professional will use their best judgment in communication with your family and others.
- 7) Marketing: We may contact you to give you information about products or services related to your treatment, care management or care coordination, or to direct or recommend other treatment or health-related benefits and services that may be of interest to you, or to provide you with small gifts. We may also encourage you to purchase a product or service when we see you. We will not use or disclose your medical information without your written authorization.
- 8) Required by law: As required by law, we will use and disclose your health information, but we will limit our use or disclosure to the relevant requirements of the law. When the law requires us to report abuse, neglect, or domestic violence, or respond to judicial or administrative proceedings, or to law enforcement officials, we will further comply with the requirements set forth below concerning those activities.
- 9) Public Health: We may and are sometimes required by law to disclose your health information to public health authorities for the purpose related to: preventing or controlling disease, injury or disability; reporting child, elderly, or dependent adult abuse or neglect; reporting domestic violence; reports to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure. When we report suspected in our best professional judgment, we believe the notification would place you at risk of serious harm or would require informing a personal representative we believe is responsible for the abuse or harm.
- 10) Health oversight activities: We may and are sometimes required by law to disclose your health information to health oversight agencies during the course of audits, investigations, inspections, licensure and other proceeding, subject to the limitations imposed by federal and California law.
- 11) Judicial and administrative proceedings: We may and are sometimes required by law to disclose your health information in the course of any administrative or judicial proceeding to the extent expressly authorized by a court or administrative order. We may also disclose information about you in response to a subpoena, discovery request or other lawful process if reasonable efforts have been made to notify you have not objected, or if your objections have been resolved by a court or administrative order.
- 12) Law enforcement: We may, and are sometimes required by law, to disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order, warrant, grand jury subpoena and other law enforcement purposes.
- 13) Coroners: We may, and are often required by law to disclose your health information to coroners in connection with investigations of deaths.
- 14) Organ and tissue donations: We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.
- 15) Public safety: We may, and are sometimes required by law to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

- 16) Specialized government functions: We may disclose your health information for military or national security purposes or to correctional institutions or law enforcement officers that have you in their lawful custody.
- 17) Worker's compensation: We may disclose your health information as necessary to comply with worker compensation laws. For example to the extent your care is covered by workers' compensation, we may make periodic reports to your employer or case manager about your condition.
- 18) Change of Ownership: In the event that this physical therapy practice is sold or merged with another organization, your health information/record will become property of the new owner, although you will maintain the right to request that copies of your health information be transferred to another physical therapist or therapy group.

B. How This Physical Therapy Practice May Not Use or Disclose Your Health Information:

Expect as described in this Notice of Privacy Practices, this therapy practice will not use or disclose health information which identifies you without your written authorization. If you do authorize this medical practice to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

C. Your Health Information Rights:

- 1) Right to Request Special Privacy Protection: You have the right to request restriction on certain uses and disclosures of your health information, by a written request specifying what information you want to limit and what limitations on our or disclosure of that information you wish to have imposed. We reserve the right to accept or reject your request, and will notify you of our decision.
- 2) Right to Request Confidential Communications: You have the right to request restrictions on certain uses and disclosures of your health information in a specific way or at a specific location. For example you may ask that we send information account or to your work address. We will comply with all reasonable requests submitted in writing which specify how or where you wish to receive these communications.
- 3) Right to Inspect and Copy: You have the right to request that we amend your health information with limited expectations. To access your medical information, you must submit a written request detailing what information you want access to and whether you want to inspect it or get a copy of it. We will charge a reasonable fee, as allowed by California law. We may deny your request under limited circumstances.
- 4) Right to Amend or Supplement: You have the right to request that we amend your health information that you believe is incorrect or incomplete. You must make a request to amend in writing, and include the reasons you believe the information is inaccurate or incomplete. We are not required to change your health information, and will provide you with information about this medical practice's denial and how you can disagree with the denial. We may deny your request if we do not have information, if we did not create the information (unless the person or entity that created the information is no longer available to make the amendment), if you would not be permitted to inspect or copy the information is accurate and complete as is. You also have the right to request that we add to your record a statement of up to 250 words concerning any statement or item you believe to be incomplete or incorrect.
- 5) Right to an Accounting of Disclosure: You have a right to receive an accounting of disclosure of your health information made by this therapy practice, except that this therapy practice does not have to account for the disclosures provided to you or pursuant to your written authorization, or as described in paragraphs 1 (treatment), 2 (payment), 3 (healthcare operations), 6 (notification and communication with family) and 16 (specialized government functions) of section A of this Notice of Privacy Practices or disclosure otherwise permitted or authorized by law, or the disclosures to a health oversight agency or law enforcement official to the extent this therapy practice has received notice from that agency or official that providing this accounting would be reasonably likely to impede their activities.
- 6) You have a right to a paper copy of this Notice of Privacy Practices, even if you previously requested its receipt by e-mail. If you like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact our privacy officer listed at the top of this Notice of Privacy Practices.

D. Change to this Notice of Privacy Practices

We reserve the right to amend this Notice of Privacy Practices at any time in the future. Until such amendment is made, we are required by law to comply with this Notice. After an amendment is made, the revised Notice of Privacy Protections will apply to all protected health information that we maintain, regardless of when it was created or received. We will keep a copy of the current notice posted in our reception area, and will offer you a copy at registration for your appointment(s).

E. Complaints

Complaints about this Notice of Privacy Practices or how this physical therapy handles your health information should be directed to our Privacy Officer listed at the top of this Notice of Privacy Practices.

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Department of Health and Human Services
Office of Civil Rights
Hubert H. Humphrey Bldg
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, DC 20201

You will not be penalized for filing a complaint.