

IDAHO SPINE & SPORTS PHYSICAL THERAPY

NOTICE OF PRIVACY POLICIES

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

We are required by law to maintain the privacy of your health information and to give you notice of our legal duties and privacy practices with respect to your protected health information. This Notice summarizes our duties and your right concerning your protected health information. Our duties and your rights are set forth more fully in 45 CFR part 164. We are required to abide by the terms of our Notice that is currently in effect.

UNDERSTANDING YOUR HEALTH RECORD/INFORMATION

Each time you visit Idaho Spine & Sports Physical Therapy a record of your visit is made. Your physical therapy records include your symptoms, examination, test results, diagnoses, treatment, and a plan for future care or treatment. Your physical therapy records are used for:

- a basis for planning your care and treatment
- a means of communication among the many health professionals who contribute to your care
- a legal document describing the care you received
- a means by which you or a third-party payer can verify that services billed were actually provided
- a tool in educating health professionals
- a source of data for medical research
- a source of data for our planning and marketing
- a source to review for quality assurance of future patients

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

YOUR HEALTH INFORMATION RIGHTS

Although your health record is the physical property of Idaho Spine & Sports Physical Therapy, the information belongs to you. You have the right to:

- obtain a paper copy of this Notice of Privacy Policies upon request
- inspect and copy your health record as provided for in 45 CFR 164.524
- amend your health record as provided in 45 CFR 164.528
- obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528
- request communications of your health information by alternative means or at alternative locations

- request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522
- revoke your authorization to use or disclose health information except to the extent that action has already been taken

OUR RESPONSIBILITIES

Idaho Spine & Sports Physical Therapy is required to:

- maintain the privacy of your health information
- provide you with this Notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
- abide by the terms of this notice
- notify you if we are unable to agree to a requested restriction
- accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

CHANGES TO THIS JOINT NOTICE

We reserve the right to change the terms of our Notice of Privacy Practices at anytime, and to make the new Notice provisions effective for all protected health information that we maintain. If we materially change our privacy practices, we will prepare a new Notice of Privacy Practices, which shall be effective for all protected health information that we maintain. We will post a copy of the current Notice in our clinic and on our website. You may also obtain a copy of the current Notice by contacting us.

COMPLAINTS

If you believe your privacy rights have been violated, you can file a complaint with Idaho Spine & Sports Privacy Officer, or with the Office for Civil Rights, U.S. Department of Health and Human Services. All complaints must be in writing. We will not retaliate against you for filing a complaint.

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F, HHH Building
Washington, D.C. 20201