

Precision Physical Therapy, Inc.
Notice of Health Information Practices

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

1. Introduction

Precision Physical Therapy is committed to treating and using personal health information about all our patients responsibly. This Notice of Health Information Practices describes the personal information we collect, and how and when we use or disclose that information. It also describes patient rights as they relate to personal health information. This applies to all personal health information as defined by federal regulations.

2. Understanding Health Records/Information

Each time a patient visits Precision Physical Therapy, a record of the visit is made. Typically, this record contains symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information often referred to as the health or medical record, can possibly serve as a:

- *Basis for planning care and treatment,
- *Means of communication among the many health professionals who contribute to the care,
- *Legal document describing the care received,
- *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 information for public health officials charged with improving the health of this state and the nation,
- A source of data for our planning and marketing,
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.
- *Most likely uses of personal health information at Precision Physical Therapy.

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.

3. Your Health Information Rights

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

- Obtain a paper copy of this notice of information practices upon request,
- Inspect and copy the health record (a reasonable fee may be required),
- Request an amendment of the health record,
- Obtain a list of the disclosures of the health information,
- Request a restriction on certain uses and disclosures of your information and,
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

4. Our Responsibilities

Precision Physical Therapy is required to:

- Maintain the privacy of the health information,
- Provide patients with this notice as to your legal duties and privacy practices with respect to information that we collect and maintain,
- Abide by the terms of this notice,
- Notify the patients if we are unable to agree to a requested restriction.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will provide the updated policy at the time of a future visit.

Patient Name: _____

Patient Signature: _____ **Date:** _____