

PHYSICAL THERAPY & HAND CENTERS, INC.

NOTICE OF PATIENT INFORMATION PRACTICES

This notice describes how medical information about you may be used or disclosed and how you can get access to information. Please read it carefully.

(PTHC) - PHYSICAL THERAPY & HAND CENTERS, INC. LEGAL DUTY

Physical Therapy & Hand Centers, Inc. is required by law to protect the privacy of your personal health information, provide this notice about our information practices, and follow the information practices that are described herein.

USES AND DISCLOSURES OF HEALTH INFORMATION

PTHC uses your personal health information primarily for treatment; obtaining payment for treatment; conducting internal administrative activities and evaluating the quality of care that we provide. For example, **PTHC** may use your personal health information to contact you to provide appointment reminders, or information about treatment alternatives or other health related benefits that could be of interest to you.

PTHC may also use or disclose your personal information without prior authorization for public health purposes, for auditing purposes, for research studies, and for emergencies. We also provide information when required by law.

In any other situation **PTHC's** policy is to obtain your written authorization before disclosing your personal health information. If you provide us with a written authorization to release your information for any reason, you may later revoke that authorization to stop future disclosures at any time.

PTHC may change its policy at any time. When changes are made, a new Notice of Information Practices will be posted in the waiting room and patient exam areas and will be provided to you on your next visit. You may also request an updated copy of our Notice of Information Practices at any time.

PATIENT'S INDIVIDUAL RIGHTS

You have the right to review or obtain a copy of your personal health information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You also have the right to request a list of instances where we have disclosed your personal health information for reasons other than treatment, payment or other related administrative purposes.

You may also request in writing that we not use or disclose your personal health information for treatment, payment and administrative purposes except when specifically authorized by you, when required by law or in emergency circumstances. **Physical Therapy & Hand Centers, Inc.** will consider all such requests on a case by case basis, but the practice is not legally required to accept them.

CONCERNS AND COMPLAINTS

If you are concerned that **PTHC** may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your personal health information, please contact our practice manger at the address listed below. You may also send a written complaint to the US Department of Health and Human Services. For further information on **Physical Therapy & Hand Centers, Inc.** health information practices or if you have a complaint, please contact the following person:

**Physical Therapy & Hand Centers, Inc.
Cecile Fessenden, HIPAA Administrator,
600 S. Andreasen Drive, Ste. C
Escondido, CA 92029
Phone: (760) 591-7750 Ext. 237, (760) 294-9813 Fax
Revised April 14, 2004**

Physical Therapy & Hand Centers, Inc.
600 S. Andreasen Drive, Ste. C
Escondido, CA 92029
Phone: (760) 591-7750
Fax: (760) 471-5139

PATIENT INFORMATION ACKNOWLEDGEMENT FORM

I have read and fully understand Physical Therapy & Hand Centers, Inc. notice of Patient Information practices. I understand that Physical Therapy & Hand Centers, Inc. may use or disclose my personal health information for the purposes of carrying out treatment, obtaining payment, evaluating the quality of services provided, and for any administrative operations related to treatment or payment. I understand I have the right to restrict how my personal health information is used and disclosed for treatment, payment, and administrative operations if I notify the practice. I also understand that Physical Therapy & Hand Centers, Inc. will consider request for restriction on a case by case basis, but does not have to agree to requests for restrictions.

I hereby consent to the use and disclosure of my personal health information for purposes as noted in Physical Therapy and Hand Centers, Inc. Notice of Patient Information Practices. I understand that I retain the right to revoke this consent by notifying the practice in writing at any time.

Patient Name

Signature

Date