

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

## **LEGAL DUTY OF ORTHOPEDIC AND SPORT THERAPY SERVICES**

Orthopedic and Sport Therapy Services 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**

Orthopedic and Sport Therapy Services uses your personal health information for treatment; obtaining payment for treatment; conducting internal administrative activities and evaluating the quality of care that we provide. For example, Orthopedic and Sport Therapy Services, 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. Also, when treating Workers' Compensation patients Orthopedic and Sport Therapy Services may disclose information to employers as part of work modification or return to work planning.

Orthopedic and Sport Therapy Services may also use or disclose your personal health 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 it is the policy of Orthopedic and Sport Therapy Services 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 further disclosures at any time.

Orthopedic and Sport Therapy Services 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 treatment 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. Orthopedic and Sport Therapy Services will consider all such requests on a case by case basis, but the practice is not legally required to accept them.