

Majerus & Co.

Physical Therapy

Notice of Privacy Practices

Effective Date: April 14, 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 IT CAREFULLY.

Who will follow this notice

This notice describes Majerus & Co. Physical Therapy (MACPT) practices and that of our workforce. The workforce includes our employees, professional staff and others who work at or with MACPT.

Understanding Your Health Record/Information

Each time you visit a healthcare provider a record of your visit is made. The record typically includes your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information is called your health or medical record. It serves as a:

- basis to plan your care and treatment
- means to communicate about your care among the many health professionals who have a part in your care
- legal document that tells about the care you received
- way for you or a third party payer to find out if the services billed for were really given
- tool to educate health professionals
- source of data for medical research
- source of information for public health officials charged with improving the health of the nation
- tool used by MACPT to assess the care we provide and work to improve the results we achieve with you

Your Health Information Rights

Although your health record is the physical property of the healthcare practitioner or facility that compiled it, the information belongs to you. These rights are contained in federal law 45 CFR 164.500 – 528. The actual law can be viewed at: <http://www.hlis.gov/ocr/part1.html>

You have the right to:

- receive a copy of our Notice of Privacy Practices
- view your health information or health record
- submit a written privacy complaint

You also have the right to ask, in writing, for the following:

- a copy of your health information or health record
- amendments or changes to your health information
- a list of any parties who get your health information
- for MACPT to limit certain uses and releases of your health information (Note: MACPT will attempt to honor your right to limit use of your health information, but may not be able to meet all requests)
- to take away your consent for MACPT to use or give out your health information, except to the extent we have already given it out

- to have MACPT communicate your health information in a different way or in another place
- to have MACPT not list you in our patient directory

Our Responsibilities

MACPT is required to:

- make sure we keep your protected health information private
- give you this notice to tell you how MACPT may use or give out your health information and what we do to protect your private information
- hold ourselves to the terms of this notice
- tell you if we are not able to agree to or meet your request to review or access your information, change or amend your health information, find out what MACPT does with your information, restrict or take away your consent for MACPT to use or give out your information
- meet your reasonable requests to communicate with you about your health information in a different way or at a different location

We reserve the right to change this notice. You can get a copy of the current notice in the MACPT office or by calling 360-798-8116.

We will not use or give out your health information if you do not agree to or permit it, except as we tell you in this notice.

How MACPT may use or give out your health information

For Treatment. We may use health information about you to provide you with healthcare treatment or services. We may give out your health information to doctors, nurses, technicians, healthcare students, or others who take part in your care. For example, diabetes may slow healing. That means a therapist treating you for a leg swelling needs to know if you have diabetes.

MACPT may share health information about you to determine the care you need. That information may include medications, doctors visits, lab work, and other medical studies. We also may give out health information about you to those outside the hospital who may be directly involved in your healthcare.

> *For Payment.* We may use and give out health information about you so that MACPT may bill an insurance company or a third party for the treatment or services you get at MACPT. For example, if you have treatment at MACPT we may need to give information to your health plan so your health plan will pay us or reimburse you for the therapy. At times MACPT needs to ask your health plan to approve a treatment. MACPT may also need to find out if your health plan will cover the treatment. At those times we may need to give information to your health plan before you receive the treatment.

> *For healthcare operations.* For example: Members of the MACPT medical staff, the risk-management staff or quality improvement staff may use information in your health record to assess the care and outcomes in your case and others like it. MACPT uses this information to improve the quality and effectiveness of the services we provide.

Page 2 - Notice of Privacy Practices Majerus & Co. Physical Therapy

Other Uses or Disclosures

MACPT business associates: MACPT provides some services through contracts with business associates. Examples include:

- Ameritek billing services
- Garment vendors
- Supply vendors

We may give out your health information to our business associates so that they may:

- provide a service for you
- bill you, your health plan, or third party payer for services they provided

To protect your health information, we require our business associates to also protect your health information.

Database: You may request that MACPT leave you out of our database. This database may be used to mail pertinent information such as newsletters, change of address for the practice should it occur, or other information on lymphedema or swelling disorders. MACPT will never sell your demographic information to any outside entity for marketing or other purposes.

Notification: We may use or give out information about your appointments and general condition to a family member, personal representative, unless you instruct us otherwise in writing.

Communication with family or caregivers: Health professionals, using their best judgment, may give out health information to a person who is involved in your care. This may be a family member, a relative, close personal friend, or any other person you name. We may also give out this information to someone who helps to pay for your care.

Research: We may give out information to people doing research when

- you have given specific consent to take part in a study, or
- when the research proposal has been reviewed or approved by an Institutional Review Board

Marketing: We may contact you to remind you about appointments, tell you about treatment options, or to tell you about other health-related benefits and services that may be of interest to you.

Fund-raising: MACPT may contact you as part of a fund-raising effort for related charitable organizations.

Public Health and Safety notifications as required by law:

We may be required to give out health information about you for public health activities or when needed to prevent a serious threat to health and safety. In general these disclosures are needed to:

- report reactions to medicine or problems with products
- notify people of recalls of products and devices they may be using
- prevent or control disease, injury or disability
- notify a person who may have been exposed to a disease or may be at risk for getting or spreading a disease or a health condition
- notify the proper government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence.

Workers Compensation: We may give out health information to the extent allowed by law and needed to abide by laws that relate to workers compensation or other similar programs put in place by law.

Washington/Oregon Healthcare programs: We may give out health information as necessary to comply with the laws requiring state reporting.

Correctional Institution: If you are an inmate of a correctional institution, we may disclose to the institution or its agents, health information needed for your health, and the health and safety of other persons.

Military: If you are a member of the armed forces, we may release health information about you as required by military authorities.

Law Enforcement: We may give out health information to federal, state, or local law enforcement authorities to the extent the law requires.

Lawsuits and Disputes: If you are involved in a lawsuit or a dispute, we may give out health information about you as required by state and federal law.

Healthcare Oversight: We may give out health information to a healthcare oversight agency. These health oversight activities might include: audits, investigations, inspections, and licensure as needed for the government to monitor the healthcare system, government programs, and compliance with civil rights laws.

For More Information or to Report a Problem

If you have questions or would like more privacy information, you may contact MACPT at (360) 253-4020.

If you believe your privacy rights have been violated, you may contact or submit your complaint in writing to the Privacy Officer of MACPT at 16219 SE 12th St, #100, Vancouver, WA 98683. If we cannot resolve your concern, you also have the right to file a written complaint with the Secretary of the Department of Health and Human Services: Office of Civil Rights, 200 Independence Ave., S.W., Washington, D.C. 20202. Your treatment will not be affected by any complaints.