

# Severna Park Physical Therapy

## NOTICE OF PRIVACY POLICY HIPPA

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review this carefully. If you would like a copy of this please contact our Privacy Office at 410-544-0773.

### PRINCIPLES PURPOSES FOR WHICH YOUR INFORMATION IS INTENDED TO BE USED.

Severna Park Physical Therapy receives information from your physician in order to provide care and service to you. This information may include your health history, your name, address, and date of birth, your marital status, sex, social security number, and other similar information that relates to past, present, or further medical care. This information is called protected health information.

### HOW WE USE THE INFORMATION ABOUT YOU:

Severna Park Physical Therapy will use the information to determine the care and service you require.

Severna Park Physical Therapy will consult with your physician and provide reports to the physician on your progress and health status.

Severna Park Physical Therapy will use the information to support the regulatory inspections of Federal and State organizations.

Severna Park Physical Therapy will use the information to assure Federal and State agencies of the accuracy of its billing and provide information required for third party reimbursement such as Medicare, Medicaid, and Insurance Companies.

Severna Park Physical Therapy may use the information to support its Utilization Review and Quality Assurance functions.

Severna Park Physical Therapy may use the information to support litigation.

### TYPE OF INFORMATION SHARING:

We share information about you with other health care organizations and persons who need to know this to provide you with safe and effective health care services. This may include medical equipment companies and support services agencies. We do not sell patient information and we do not provide patient information to organizations that are not involved in providing treatment or payment and billing services for you. The sharing of information may be oral or written. Fax communication may occur. Severna Park Physical Therapy may use the telephone to leave messages for you or convey information to you. Messages may be left on your answering machine or with a person who answers the phone.

**SEVERNA PARK PHYSICAL THERAPY MAY USE OR GIVE OUT YOUR PERSONAL MEDICAL INFORMATION UNDER LIMITED CIRCUMSTANCES:**

For law enforcement purposes (such as providing limited information to locate a missing person).

For research studies that meet all privacy law requirements (such as research related to the prevention of disease or disability).

To avoid a serious and imminent threat to health and safety.

By law, Severna Park Physical Therapy must have your written permission (an authorization) to use or give out your protected health information for any purpose that is not set out in this notice. Your already acted based on your permission.

**YOUR PRIVACY RIGHTS:**

Patients have the right to see their patient record and may inspect the record and receive a copy, if requested. A fee will be charged for this.

You have the right to review this policy. If it changes, you have the right to request a new privacy policy to be sent to you.

**YOUR OBLIGATION:**

You have the responsibility to read this Privacy Notice carefully before signing it.

**DISCLOSURES:**

We may use or disclose your protected health information, as necessary, to provide you with information about other health related benefits and services that may be of interest to you. Disclosures of your protected health information will be made only with your written authorization unless permitted or required by law. You may revoke your authorization at any time unless we have taken action in reliance on the use or disclosure indicated in the authorization. We may use your information to send you a newsletter, or other information that we think could be beneficial to you.

Unless you object, we may disclose to a member of your family, a relative, a close friend, or any other person you identify, your protected health information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that is in your best interest based upon notifying a family member, personal representative, or any other person that is responsible for your care, of your location, general condition, or death.

**SEVERNA PARK PHYSICAL THERAPY PROTECTS PATIENT HEALTH INFORMATION:**

Severna Park Physical Therapy maintains physical, electronic, and organizational safeguards to protect patient information. Severna Park Physical Therapy inspects and reviews its mechanisms for assuring the safety and integrity of its security measures. This includes test of our computer networks. The terms of the Notice are subject to changes. To obtain a current copy of the Notice I understand I can contact the Privacy Officer at 410-544-0773.