



## NOTICE OF PRIVACY POLICY

***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.***

During your treatment at Exclusive Physical Therapy, Inc., doctors, nurses, and other caregivers may gather information about your medical history and your current health. This notice explains how that information may be used and shared with others. It also explains your privacy rights regarding this kind of information. The terms of this notice apply to health information created or received by Exclusive Physical Therapy. We are required by law to: make sure that medical information that identifies you is kept private; give you this notice of our legal duties and privacy practices with respect to medical information about you; follow the terms of the notice that is currently in effect; and notify you in the event there is a breach of any unsecured protected health information about you.

### **YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED FOR THE FOLLOWING PURPOSES**

**Treatment:** We may use your information to provide, coordinate, and manage your care and treatment. For example, a physician may share your medical information with another physician for a consultation or a referral.

**Payment:** We may use and disclose medical information about you so that the treatment and services you receive may be billed to and payment may be collected from, you, an insurance company, or another third party. For example, we may need to give your health plan information about treatment you received at Exclusive Physical Therapy so your health plan will pay us or reimburse you for the treatment. We may also tell your plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment. We may disclose information about you for purposes of an independent review of a denial of a claim based on lack of medical necessity.

**Health Care Operations:** We may use and disclose medical information about you Exclusive Physical Therapy's health care operations.

Health care operations are the uses and disclosures of information that are necessary to run Exclusive Physical Therapy and to make sure that all of our patients receive quality care. For example, we may use medical information to review our treatment and services, and to evaluate the performance of our staff and physicians in caring for you.

**Appointment Reminders and Other Health Information:** We may use your medical information to send you reminders about future appointments. We may contact you with information about new or alternative treatments or other health care services or for purposes of care coordination, unless we receive financial remuneration in exchange for making the communication; in that case, we will obtain your written authorization to make such communications. However, we are not required to obtain your written authorization for face-to-face communications.

**Fundraising:** each fundraising communication you receive will include an opportunity to opt-out of receiving such fundraising communications. Alternatively, you may notify Exclusive Physical Therapy to opt-out of fundraising communications.

**To People Assisting you in Your Care:** Exclusive Physical Therapy will only disclose medical information to those taking care of you, helping you to pay your bills, or other close family members or friends if these people need to know this information to help you, and then only to the extent permitted by law. We may, for example, provide limited medical information to allow a family member to pick up information or paperwork. If you are able to make your own health care decisions, this practice will ask your permission before using your medical information for these purposes. If you are unable to make health care decisions, we will disclose relevant medical information to family members or other responsible people if we feel it is in your best interest to do so, including in an emergency situation.

**Research:** Federal law permits Exclusive Physical Therapy to use and disclose medical information about you for research purposes either with your specific, written authorization or when the study has been reviewed for privacy protection by an Institutional Review Board or Privacy Board before the research begins. In some cases, researchers may be permitted to use information in a limited way to determine whether the study or the potential participants are appropriate.

**As required by Law:** We will disclose medical information about you when we are required to do so by federal, state or local law.

**To Avert a Serious Threat to Health or Safety:** We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure must be only to someone able to help prevent the threat.

**To Business Associates:** Some services are provided by or to Exclusive Physical Therapy through contracts with business associates. We may disclose information about you to our business associate so that they can perform the job we have contracted with them to do. To protect the information that is disclosed, each business associate is required to sign an agreement to appropriately safeguard the information and not to re-disclose the information unless specifically permitted by law.



## **YOUR MEDICAL INFORMATION MAY BE RELEASED IN THE FOLLOWING SPECIAL LIMITATIONS**

**Military and Veterans:** If you are a member of the armed forces, we will release medical information about you as requested by military command authorities if we are required to do so by law, or when we have your written consent. We may also release medical information about foreign military personnel to the appropriate foreign military authority as required by law or with written consent.

**Workers' Compensation:** We may release medical information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

**Public Health:** We may disclose medical information to public health authorities about you for public health activities. These disclosures generally include the following:

- Preventing or controlling disease, injury or disability
- Reporting births and deaths;
- Reporting reactions to medications or problems with products;
- Notifying persons who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; or
- Reporting to the FDA as permitted or required by law.

**Health Oversight Activities:** Exclusive Physical Therapy may disclose medical information to a health oversight agency for health oversight activities that are authorized by law. These oversight activities include, for example, government audits, investigations, inspections, and licensure activities, these activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

**Lawsuits and Disputes:** We may disclose medical information about you in response to a valid court order or administrative order. We also may disclose your medical information in response to certain types of subpoenas, discovery requests or other lawful process. We may disclose information in the context of civil litigation where you have put your condition at issue in the litigation.

**Law Enforcement:** We may release medical information if asked to do so by a law enforcement official in response to a valid court order, grand jury subpoena, or warrant, or with your written consent. In addition, we are required to report certain types of wound, such as gunshot wounds and some burns. In most cases, reports will include only the fact of injury, and any additional disclosures would require your consent or a court order.

- To identify or location a suspect, fugitive, material witness, or missing person;
- If you are the victim of a crime and, if, under certain limited circumstances, we are unable to obtain your agreement;
- About a death we believe may be the result of criminal conduct;      About criminal conduct at our facility; and
- In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

**Coroners, Medical Examiners, and Funeral Directors:** We will release medical information to a coroner or medical examiner in the case of certain types of death, and we must disclose health records upon the request of the coroner or medical examiner. This may be necessary, for example, to identify you or determine the cause of death. We may also release the fact of death to certain demographic information about you to funeral directors as necessary to carry out their duties.

**National Security and Intelligence Activities:** We will release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities only as required by law or with your written consent.

**Protective Services for the President and Others:** We will disclose medical information about you to authorized federal officials so they may be provide protection to the President, other authorized persons, or foreign heads of state, or conduct special investigations only as required by law or with your written consent.

**Inmates:** If you are an inmate of a correctional institution or under the custody of a law enforcement official, we will release medical information about you to the correctional institution or law enforcement official only as permitted by law.



## **YOU HAVE THE FOLLOWING RIGHTS REGARDING MEDICAL INFORMATION WE MAINTAIN ABOUT YOU**

**Right to Inspect and Copy:** You have the right to inspect and receive a copy of your medical information that is used to make decisions about your care. Usually, this includes medical and billing records maintained by Exclusive Physical Therapy.

If you wish to inspect and copy medical information, you must submit your request in writing to Exclusive Physical Therapy. If you request a copy of the information, we may charge a reasonable fee of the cost of copying, mailing, or other supplies associated with your request, to the extent permitted by state and federal law. If we maintain your health information electronically as part of a designated record set, you have the right to receive a copy of your health information in electronic format upon request. You may also direct us to transmit your health information (whether in hard copy or electronic form) directly to an entity or person clearly and specifically designated by you in writing.

We may deny your request to inspect and copy your health information in certain very limited circumstances. For example, we may deny access if your physician believes it will be harmful to your health or could cause a threat to others. In these cases, we may supply the information to a third party who may release the information to you. If you are denied access to medical information, you may request that the denial be reviewed. Another licensed health care professional chosen by Exclusive Physical Therapy will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

**Right to Request Amendment:** If you believe that medical information we have about you is incorrect or incomplete, you have the right to ask us to change the information. You have the right to request an amendment for as long as the information is kept by or for Exclusive Physical Therapy.

To request a change to your information, your request must be made in writing and submitted to Exclusive Physical Therapy.

In addition, you must provide a reason that supports your request.

Exclusive Physical Therapy may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Was not created by Exclusive Physical Therapy, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the medical information kept by or for Exclusive Physical Therapy;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete.

**Right to an Accounting of Disclosures:** You have the right to request an “accounting of disclosures.” This is a list of the disclosures we made of medical information about you. This list will not include disclosures for treatment, payment, and health care operations; disclosures that you have authorized or that have been made to you; disclosures for facility directories; disclosures for national security or intelligence purposes; disclosures to correctional institutions or law enforcement with custody of you; disclosures that took place more than six years before the date of the request; and certain other disclosures.

To request this list of disclosures, you must submit your request in writing to Exclusive Physical Therapy. Your request must state a time period for which you would like the accounting. The accounting period may not go back further than six years from the date of the request. You may receive one free accounting in any 12-month period. We will charge you for additional requests.

**Right to Request Restrictions:** You have the right to request a restriction or limitation on the medical information we use or disclose about you. If you pay out-of-pocket in full for an item or service, then you may request that we not disclose information pertaining solely to such item or service to your health plan for purposes of payment or health care operations. We are required to agree with such a request, unless you request a restriction on the information we disclose to a health maintenance organization (“HMO”) and the law prohibits us from accepting payment from you above the cost-sharing amount for the item or service that is the subject of the requested restriction.

**However, we are not required to any other request.** If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment or you request that we remove the restriction.

To request restrictions, you must make your request in writing to Exclusive Physical Therapy. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure, or both; and (3) to whom you want the limits to apply, for example, if you want to prohibit disclosures to your spouse.



**Right to Request Confidential Communications:** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you only at work or only by mail.

To request confidential communications, you must make your request in writing to Exclusive Physical Therapy.

**Right to a Paper Copy of This Notice:** You have the right to receive a paper copy of this notice. You may ask us to give you a copy of this notice at any time.

**CHANGES TO THIS NOTICE**

This notice has been updated and is effective on September 23, 2013.

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for medical information we already have about you, as well as any information we receive in the future. If the terms of this notice are changed, Exclusive Physical Therapy will provide you with a revised notice, and we will post the revised noticed in designated locations at 416 S. Creyts Rd. Ste. B., Lansing, MI 48917.

**Complaints or Questions:** If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the Department of Health and Human Services. To file a complaint with Exclusive Physical Therapy, or to ask a question about this Notice, contact Lora Benjamin, President at 517-327-0966. All complaints must be submitted in writing.

You will not be penalized for filing a complaint.

**Other Uses and Disclosures of Protected Health Information:** We are required to obtain a written authorization from you for most uses and disclosures of psychotherapy notes, uses and disclosures of protected health information for marketing purposes and disclosures that constitute a sale of protected health information. Except as described in this notice, we will not use or disclose your protected health information without a specific written authorization from you. If you provide us with this written authorization to use or disclose medical information about you, you may revoke that authorization about your for the reasons covered by your written authorization, except to the extent we have already relied on your authorization. We are unable to take back any disclosures we have already made with your permission, and we are required to retain our records for the care that we provided to you.

**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE**

Under HIPAA, you have certain rights regarding the use and disclosure of your protected health information. These rights are more fully described in Exclusive Physical Therapy's Notice of Privacy Practices.

Exclusive Physical Therapy is permitted to revise its Notice of Privacy Practices at any time. We will provide you with a copy of the revised Notice of Privacy Practices upon your request.

***By signing below, you are acknowledging that you have received a copy of Exclusive Physical Therapy's Notice of Privacy Practices.***

Patient name: \_\_\_\_\_

Patient Representative: \_\_\_\_\_

If signed by Patient Representative, state authority to act on behalf of patient: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENTITY USE ONLY**

I, \_\_\_\_\_, attempted to obtain the patient's acknowledgement of receipt of the Notice of Privacy Practices, but was unable to do so.

Reason for acknowledgement not obtained: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_