

# **Steppin' Up Physical Therapy, Inc.**

## **Summary of HIPAA NOTICE OF PRIVACY PRACTICES**

***Effective 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.**

***A full version (7 page) of this Privacy Notice is available to you at the front desk of our office.***

Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") we are required to maintain the privacy of your protected health information and provide you with notice of our legal duties and privacy practices with respect to such protected health information.

We are required to abide by the terms of the notice currently in effect. We reserve the right to change the terms of our notice at any time and to make the new notice provisions effective for all protected health information that we maintain. In the event that we make a material revision to the terms of our notice, a revised notice will be made available to you within 60-days of such revision. If you should have any questions or require further information, please contact our External Privacy Officer at (260) 422-7524.

### **How We May Use or Disclose Your Health Information**

The following describes the purposes for which we are permitted or required by law to use or disclose your health information. Disclosures for treatment, payment, operational and required by law do not require authorization from you. Any other uses or disclosures will be made only with your written authorization and you may revoke such authorization in writing at any time.

**Treatment:** We may use or disclose your health information to provide you with medical treatment or services. For example, information obtained by a provider providing health care services to you will record such information in your record and that record may be shared with other providers involved in your care.

**Payment:** We may use or disclose your health information in order for services you receive at our office to be paid by your insurance carrier. For example, we may disclose appropriate information for reimbursement, collection or payment purposes.

**Health Care Operations:** We may use or disclose your health information for health care operations. Health care operations include, but are not limited to, quality assessment and improvement activities, underwriting, premium rating, management and general administrative activities. For example, an outside auditing firm may audit your chart to assess our compliance for billing standards.

**Communications:** We may either phone your home or mail information to your home in order to communicate with you. An example would be calling to remind or reschedule an appointment. There may be an occasion that we would leave a message with someone in your home or on the answer machine.

**Business Associates:** There may be instances where services are provided to our office through contracts with third party "business associates". Whenever a business associate arrangement involves the use or disclosure of your health information, we will have a written contract that requires the business associate to maintain the same high standards of safeguarding your privacy that we require of our own employees and affiliates. An example of a Business Associate would be a consultant that may audit our charts.

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

**Communication with Family or Friends:** We may disclose to a family member, other relative, close personal friend, or any other person **you identify**, health information relevant to that person's involvement in your care or payment. The office may also disclose your condition to family or friends who accompany you to our offices.

**Coroners, Medical Examiners and Funeral Directors:** We may disclose health information to a coroner or medical examiner. We may also disclose medical information to funeral directors consistent with applicable law to carry out their duties.

**Public Health:** As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury or disability.

**Workers' Compensation:** We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

**To Avert a Serious Threat to Health or Safety:** Consistent with applicable federal and state laws, we may use and disclose health information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

**Military and Veterans:** If you are a member of the armed forces, we may disclose health information about you as required by military command.

**Health Oversight Activities:** We may disclose health information to a health oversight agency for activities authorized by law, including audits, investigations, inspections, and licensure.

**Protective Services for the President, National Security and Intelligence Activities:** We may disclose health information about you to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations, or for intelligence, counterintelligence, and other national security activities authorized by law.

**Law Enforcement:** We may disclose health information when requested by a law enforcement official as part of law enforcement activities; investigations of criminal conduct; in response to court orders; in emergency circumstances; or when required to do so by law.

**Inmates:** We may disclose health information about an inmate of a correctional institution or under the custody of a law enforcement official to the correctional institution or law enforcement official.

**Breach Notification:** Under certain circumstances we may be required to notify the Indiana Attorney General and/or the Department of Health and Human Services of a breach of your patient information. You would also receive notification of this breach.

### **Your Rights Regarding Your Health Information**

The following describes your rights regarding the health information we maintain about you. To exercise your rights, you must submit your request in writing to our Privacy Officer at Steppin' Up Physical Therapy 5800 Fairfield Ave., Suite 150, Fort Wayne, IN 46807.

**Right to Request Restrictions.** You have the right to request that we restrict uses or disclosures of your health information to carry out treatment, payment, health care operations, or communications with family or friends. We are not required to agree to a restriction.

**Right to Receive Confidential Communications.** You have the right to request that we send communications that contain your health information by alternative means or to alternative locations. We must accommodate your request if it is reasonable.

**Right to Inspect and Copy.** You have the right to inspect and copy health information that we maintain about you. If copies are requested or you agree to a summary or explanation of such information, we *may* charge a reasonable, cost-based fee for the costs of copying, including labor and supply cost of copying; postage; and preparation cost of an explanation or summary, if such is requested. The cost may be up to \$1 per page for pages 1-10, \$.50 per page for pages 11-50 and \$.25 per page for pages 51 and higher. You may also request an electronic version of your records at a reasonable cost for copying. We may deny your request to inspect and copy in certain circumstances as defined by law. If you are denied access to your health information, you may request that the denial be reviewed.

**Right to Amend.** You have the right to have us amend your health information for as long as we maintain such information. Your written request must include the reason or reasons that support your request. We may deny your request for an amendment if we determine that the record that is the subject of the request was not created by us, is not available for inspection as specified by law, or is accurate and complete.

**Right to Receive an Accounting of Disclosures.** You have the right to receive an accounting of disclosures of your health information made by us in the six years prior to the date the accounting is requested (or shorter period as requested). This does not include disclosures made to carry out treatment, payment and health care operations; disclosures made to you; communications with family and friends; for national security or intelligence purposes; to correctional institutions or law enforcement officials; or disclosures made prior to the HIPAA compliance date of April 14, 2003. Your first request for accounting in any 12-month period shall be provided without charge. A reasonable, cost-based fee shall be imposed for each subsequent request for accounting within the same 12-month period.

**Right to Obtain a Paper Copy.** You have the right to obtain a paper copy of this Notice of Privacy Practices at any time.

### **How to File a Complaint if You Believe Your Privacy Rights Have Been Violated**

If you believe that your privacy rights have been violated, please submit your complaint in writing to:

**Steppin' Up Physical Therapy  
Attn: Jason Hazelett  
5800 Fairfield Avenue Suite 150  
Fort Wayne, IN 46807**

You may also file a complaint with the Secretary of the Department of Health and Human Services. You will not be retaliated against for filing a complaint.