



## Notice of Patient Information Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED OR DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

### RHC Physical Therapy and Wellness Center LEGAL DUTY

RHC Physical Therapy and Wellness Center 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

RHC Physical Therapy and Wellness Center uses your personal health information primarily for treatment, obtaining payment for treatment, conducting internal administrative activities, and evaluating the quality of care that we provide. For example, we may use your personal health information to contact you to provide appointment reminders and/or questions regarding missed appointments, information about your account status, or information about treatment alternatives or other health related benefits that could be of interest to you.

RHC Physical Therapy and Wellness Center may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes and for emergencies (information will not include patient names or social security numbers). You may request, in writing, to restrict disclosure for your personal health information to health plan if you are qualified and elect to pay out-of-pocket and in full for all costs of evaluation and treatment of RHC Physical Therapy and Wellness Center. We also provide information when required by law.

In any other situation, RHC Physical Therapy and Wellness Center's policy is 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 future disclosures at any time.

RHC Physical Therapy and Wellness Center may not sell or disclose protected health information to a business associate or any other third party for that party's own marketing purposes.

RHC Physical Therapy and Wellness Center may change its policy at any time. When changes are made a new Notice of Information Privacy Practices will be posted in a common area in our office. You may also request an updated copy of our Notice of Information Privacy Practices at any time.

### PATIENT'S INDIVIDUAL RIGHTS

You have the right to review or obtain an electronic or hard 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 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. As stated previously, you may request, in writing, to restrict disclosure of your personal health information to a health plan if you are qualified and elect to pay out-of-pocket and in full for all costs of evaluation and treatment by RHC Physical Therapy and Wellness Center. RHC Physical Therapy and Wellness Center will consider all such requests on a case-by-case basis, but the Company is not legally required to accept them.

### CONCERNS AND COMPLAINTS

If you are concerned that RHC Physical Therapy and Wellness Center may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your personal health information, please contact our office at the address below.

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I have read and understand that Notice of Patient Information Privacy Practices.

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Patient/ Parent Signature

Date