



## **NOTICE OF PATIENT INFORMATION PRIVACY PRACTICES**

This Notice describes how medical information about you may be used or disclosed and about how you can get access to information. Please review it carefully.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) gives individuals a fundamental right to be informed of the privacy practices of their health plans and of most of their health care providers, as well as to be informed of their privacy rights with respect to their Personal Health Information (PHI). Health plans and covered health care providers are required to develop and distribute a notice that provides a clear explanation of these rights and practices. The notice is intended to focus individuals on privacy issues and concerns, and to prompt them to have discussions with their health plans and health care providers and exercise their rights.

### **BODY TEMPLE PHYSICAL THERAPY, INC.'S LEGAL DUTY**

Body Temple Physical Therapy, Inc. ("Body Temple PT") is required by law to protect the privacy of your PHI, provide this Notice about our information practices, and follow the information practices that are described herein.

### **USES AND DISCLOSURES OF HEALTH INFORMATION**

Body Temple PT uses your PHI primarily for treatment, obtaining payment for treatment, conducting internal administrative activities and evaluating the quality of care that we provide. We may use your PHI to seek payment from your health insurance or from other sources of coverage such as automobile insurance. Your insurance company may request and receive information on dates of service, treatment provided, and the medical condition being treated. Staff members may use your PHI to evaluate your health and provide treatment. For example, treatment notes in your medical records will be available to all health care professionals who may provide treatment to you or who may be available to all health care professionals who may provide treatment to you or who may be consulted by our staff.

Body Temple PT may use your PHI to contact you to provide appointment reminders, information about your treatment alternatives, or other health related benefits that could be of interest to you.

Body Temple PT may also use or disclose your PHI without prior authorization for public health purposes, for government auditing purposes and for emergencies. We also provide information when required by law.



**BODY TEMPLE**  
PHYSICAL THERAPY, INC.

Licensed Physical Therapist  
Certified Athletic Trainer  
Certified Strength & Conditioning Specialist

Private Physical Therapy



Personal Training



Yoga Therapy



Wellness

In any other situation, Body Temple PT's policy is to obtain your written authorization to disclose your PHI. This authorization can be revoked at any time upon written notice.

Body Temple PT may change its policy at any time. A new **NOTICE OF PATIENT INFORMATION PRIVACY PRACTICES** will be posted in the waiting room when changes are made. You may request an updated copy of our Notice of Patient Information Privacy Practices at any time.

### **PATIENT'S INDIVIDUAL RIGHTS**

You have the right to review or obtain a copy of your PHI at any time.

You have the right to request that we correct any inaccurate or incomplete information in your records.

You have the right to request a list of instances where we have disclosed your PHI for reasons other than treatment, payment or other related administrative purposes.

You have the right to request in writing that we do not use or disclose your PHI for treatment, payment and administrative purposes except when specifically authorized by you, when required by law, or in emergency circumstances. Body Temple PT will consider all such requests on a case-by-case basis but the practice is not legally required to accept them.

### **CONCERNS AND COMPLAINTS**

If you are concerned that Body Temple PT may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosures of your PHI, please contact our office immediately at Body Temple Physical Therapy, Inc., Attn: Liz Duncanson, 2244 Oak Grove Rd. #3112, Walnut Creek CA 94598; (510) 708-8703.

You may also send a written complaint to the U.S. Department of Health and Human Services. Please visit their website at [www.hhs.gov/ocr/privacy](http://www.hhs.gov/ocr/privacy).