



NOTICE OF PRIVACY PRACTICES

Effective Date: April 1, 2007

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.

If you have any questions about this notice or need additional information, please contact Northwest Physical Therapy Clinic, (405) 285-2455.

Protection of Medical Information We are committed to protecting the privacy of your health information and will abide by all laws and statutes as they relate to your privacy.

Purpose of Notice This Notice describes how we may use and disclose your medical information to carry out treatment and for other purposes permitted or required by law. It also describes your legal rights to access and control your health information.

Your Rights Although the records containing your medical information are the physical property of Northwest Physical Therapy Clinic, the INFORMATION belongs to you. By law, you have the right to:

- Inspect and obtain a copy of your medical information by providing us with a request in writing.
- Request a restriction on certain uses and disclosures of your medical information, except where required by law.
- Request that we communicate with you by using alternative means or at an alternative location.
- Request an amendment of your medical information.
- Request an accounting of disclosures we have made, if any, of your medical information.
- Revoke any authorization you have provided to use or disclose your medical information.

Our Duties We are required by law to:

- Maintain the privacy of your medical information.
- Provide you with a copy of our Notice of Privacy Practices
- Abide by the terms of our Notice of Privacy Practices.

How We May Use and Disclose Your Medical Information The following are EXAMPLES of the types of uses and disclosures of your medical information that are permitted by law:

Treatment: We may use and disclose your medical information to provide, coordinate, or manage your health care and related services. For example, we may disclose your medical information to the doctors or technicians that care for you.

Payment Your medical information may be disclosed, only as needed, for payment of services rendered. For example, we may disclose medical information to your credit card company in the event of a dispute.

Internal Operations We may use or disclose your medical information for our internal operations, which include activities necessary to operate and maintain Northwest Physical Therapy Clinic. For example, we may use your medical information for quality improvement to evaluate the care and other services we provide to you. We may also use your medical information to evaluate the skills and qualifications of our healthcare providers.

Program and Treatment Reminders We may use and disclose your medical information to provide a reminder to you about a consultation, a program change or to inform you of other health-related benefits and services.



Other Permitted Uses and Disclosures We may use and/or disclose your medical information in a number of circumstances in which it is not required that we obtain your consent or authorization or provide you with an opportunity to agree or object. These circumstances are dictated by law and are not at the discretion of Northwest Physical Therapy Clinic

- We may be required by law to disclose your medical information to comply with workers' compensation laws or in response to a judicial proceeding (subpoena, discovery request, etc.)
- We will make your medical information available to you and the Secretary of the Department of Health and Human Services.
- We may disclose your medical information to a public health agency to help prevent or control disease. This includes certain diseases, abuse, neglect or domestic violence.
- We may disclose your medical information to law enforcement officials to report or prevent a crime.
- We may use or disclose medical information for research purposes.
- If you are a member of the armed services, we may disclose your medical information as required by military command authorities.
- We may use or disclose your medical information to prevent or avert a serious threat to your health or safety, or the health or safety of other persons.
- We may disclose your medical information to a health oversight agency that is authorized by law to oversee our healthcare operations.
- We may share your medical information with third party "business associates" that perform services for Northwest Physical Therapy Clinic on a need-to-know basis only, for example, a computer (IT) consulting firm who is assisting us with our online medical record keeping system. We require all of our business associates to sign agreements with us ensuring the integrity and confidentiality of your medical information.

Other Uses and Disclosures of Medical Information Other uses and disclosures of your medical information not covered by this Notice or applicable law will be made only with your written authorization. If you give us your written authorization to use or disclose your medical information, you may revoke your authorization, in writing.

State Law In the event that individual state laws require us to give more protection to your medical information than stated in this Notice or required by Federal Law, we will provide the additional protection. For example, we will comply with state law confidentiality provisions related to communicable diseases, substance abuse and behavioral health.

Changes to this Notice We reserve the right to change our privacy practices and/or this Notice. If we revise this Notice, the revised Notice will be effective for all medical information we maintain. You can obtain a copy of the revised Notice by contacting us directly.

Complaints If you believe your privacy rights have been violated, you may file a written complaint with our office or the Secretary of the Department of Health and Human Services. You may submit your written complaints to **Northwest Physical Therapy Clinic, 609 S. Kelly, Ste L-4, Edmond, Oklahoma 73003, or you may call us at (405) 285-2455.** We will not retaliate against you for filing a complaint.