

## **Patient Privacy Protection Policy Notice**

As required by the HIPAA Regulations, Suburban Physical Therapy, Inc., protects all medical records and other individually identifiable health information used or disclosed by the clinic, whether electronically, on paper, or orally. Patients of (Clinic Name), have significant new rights to understand and control how their health information is used.

Our Patients may view, request a copy of, amend, or receive a list of individuals and organizations that have seen their medical information during the period of the previous six (6) years. Suburban Physical Therapy, Inc., may deny access to a patient's records if it believes that the release of certain information will endanger the life or physical safety of the individual. In all other cases, Suburban Physical Therapy, Inc., has sixty (60) days from the date of request to make the information available. Suburban Physical Therapy, Inc., may provide a summary of the data instead of the actual data itself and may charge a fee that is usual and customary for providing this information. Such amounts are set by law and revised on an annual basis. Suburban Physical Therapy, Inc., is not required to include the following material: (i) information that is known to be inaccurate or (ii) information that is not part of the patient's record set.

**Patient education on privacy protections.** Suburban Physical Therapy, Inc., is required to develop a Notice of Privacy Practices (the "Notice"). The Notice must explain, in plain English, how the clinic may use and disclose a patient's personally identifiable health information. The clinic is required to maintain the Notice in a visible location and must provide each patient with a physical copy of the Notice.

**Ensuring patient access to their medical records.** Patients will be able to view and obtain copies of their records. They may also request amendments to their records to reflect inaccuracies in the medical record. In addition, a history of non-routine disclosures must be made accessible to patients. Applicable copy charges will be in accordance with state law.

**Receiving patient consent before information is released.** Suburban Physical Therapy, Inc., is not required to obtain patient consent before sharing their information for treatment, payment, and health care operations. However, a separate patient authorization must be obtained for non-routine disclosures and most non-health care purposes. Patients will have the right to request restrictions on the uses and disclosures of their information.

**Providing recourse if privacy protections are violated.** Patients will have the right to file a formal complaint with Suburban Physical Therapy, Inc., or with the Department of Health and Human Services ("HHS"), concerning violations of the provisions of the Regulations or any related policies and procedures of the clinic.