



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

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires all health care records and other individually identifiable health information used or disclosed to us in any form, whether electronically, on paper, or orally, to be kept confidential. This Federal law gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information. As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

Without specific written authorization, we are permitted to use and disclose your health care records for the purposes of treatment, payment and health care operations

- **Treatment** means providing, coordinating or managing health care and related services by one or more health care provider. For example, we may need to share information with other providers or specialists involved in the continuation of your care.
• **Payment** means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities and utilization review. For example, treatment information is disclosed when billing a medical plan for your medical services.
• **Health Care Operations** include the business aspects of running our practice. For example, patient information may be reviewed periodically for training purposes, or quality assessment.

Unless you request otherwise, we may use or disclose health information to a family member, friend or other personal representative to the extent necessary to help with your health care or with payment for your health care. In addition, we may use your confidential information to remind you of appointments or to send reminder emails and/or leaving messages at home and/or work. Any other uses or disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have certain rights in regards to your protected health information, which you can exercise by presenting a written request to our Privacy Officer at the practice address listed below:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
• The right to request to receive confidential communications of protected health information from us by alternative means or at alternative locations.
• The right to access, inspect and copy your protected health information.
• The right to request an amendment to your protected health information.
• The right to an accounting of disclosures of protected health information outside of treatment, payment and health care operations, as well as the right to restrict disclosures of protected health information in certain situations.
• The right to receive notification of a breach of any unsecured protected health information
• The right to opt out of receiving fundraising communications. All disclosures of protected health information for marketing purposes or that constitute a sale of protected health information will require patient authorization (not applicable to Active PT).
• The right to receive a paper copy of this notice upon request.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information. This notice is effective as of April 14, 2003 and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health care information we maintain. Revisions to our Notice of Privacy Practices will be posted on the effective date, and you may request a written copy of the Revised Notice from this office. You have the right to file a formal, written complaint with us at the address below, or with the Department of Health & Human Services, Office of Civil Rights, in the event you feel your privacy rights have been violated. We will not retaliate against you for filing a complaint.

For more information about our Privacy Practices, please contact:
Active Physical Therapy
1415 West Dravus Street
Seattle, WA 98119
Phone: 206.284.9088
Email: info@active-pt.com

For more information about HIPAA or to file a complaint:
The Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
Phone: 877.696.6775 (toll-free)

Acknowledgement of Receipt of Notice of Privacy Practices
I have received the Notice of Privacy Practices from Active Physical Therapy

Date

X
Signature of patient or guardian