



## **LIM PHYSICAL THERAPY LLC HIPAA NOTICE OF PRIVACY PRACTICES**

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.

You may obtain a copy of this Notice, including any revisions to it, at any time by contacting the Privacy Officer at Lim Physical Therapy LLC.

Lim Physical Therapy LLC is required by federal and state law to maintain the privacy of your protected health information and to provide you with this Notice of Privacy Practices. When we use or disclose your protected health information, we are required to abide by the privacy policies and practices that are outlined in this Notice.

### **USES AND DISCLOSURES**

**Treatment:** Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of tests and procedures will be available in your medical record to all health professionals who may provide treatment or who may be consulted by staff members.

**Payment:** Your health information may be used to seek payment from your health plan or from other sources of coverage, such as an automobile insurer, or worker's compensation carrier. For example, your insurer may request and receive information on dates of service, the type of services provided, and the medical condition being treated.

**Health Care Operation:** Your health information may be used as necessary to support the day-to-day activities and management Lim Physical Therapy LLC. For example, information on the services you received may be used to support budgeting and financial reporting, and activities to evaluate and promote quality.

**Law Enforcement:** Your health information may be disclosed to law enforcement agencies, without your permission, to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting.

**Lawsuits and Disputes:** Your health information may be disclosed in response to a court or administrative order. For example, if you are involved in a lawsuit or dispute and Lim Physical Therapy LLC is served with a subpoena, warrant, summons, or other lawful process, this office may be required by law to disclose your health information.

**Public Health Reporting:** Your health information may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state Public Health Department.

**Information about Treatments:** Your health information may be used to send you information on the treatment and management of your medical condition that you may find to be of interest. We may also send you information describing other health-related goods and services that we believe may interest you.

**Appointment Reminders:** Your health information may be used by our staff to contact you regarding appointment openings and reminders. No confidential patient information will be left by phone.

Other Uses and Disclosures Require Your Authorization: Disclosure of your health information or its use for any purpose other than those listed above requires your specific, written authorization. If you change your mind after authorizing a use or disclosure of your information, you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified Lim Physical Therapy LLC of your decision.

## YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION

You have the following rights under the federal privacy standards regarding the health information that we maintain about you:

- The right to request restrictions on the use and disclosure of your protected health information.
- The right to receive confidential communications concerning your medical condition and treatment.
- The right to inspect and copy your protected health information.
- The right to amend and submit corrections to your protected health information.
- The right to receive an accounting of how and to whom your protected health information has been disclosed.
- The right to receive a printed copy of this notice.

### Rights to Revise Privacy Practices

As permitted by law, Lim Physical Therapy LLC reserves the right to amend or modify our privacy policies and practices. These changes in our policy and practices may be required by changes in federal and/or state laws and regulations. Any revisions to this Notice will be provided to you on your next office visit. The revised policies and practices will be applied to all protected health information that we maintain.

### Request to Inspect Protected Health Information

As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted to our office in writing.

### Complaints

If you feel that your privacy rights have been violated, you may file a complaint with our office or the Secretary of the Department of Health and Human Services. You will not be penalized or otherwise retaliated against for filing a complaint.

If you would like to submit a comment or complaint about our privacy policies and practices, you can do so by sending a letter discussing your concerns to

Privacy Officer  
Lim Physical Therapy LLC  
1598 Ulupii St  
Kailua, HI 96734  
Phone: (808) 234-4897  
Fax: (888) 509-9789  
E-mail: [LimPhysicalTherapy@gmail.com](mailto:LimPhysicalTherapy@gmail.com)

THIS NOTICE IS EFFECTIVE ON OR AFTER March 15, 2015