

Notice of Privacy Practices

The following is how Charlestown Physical Therapy and Health Services LLC may use your protected health information:

- To carry out treatment such as communication between clinicians, physicians and allied health professionals to coordinate complete care.
- To carry out payment may be billed and received from you, an insurance company, a third party payer, or through other arrangements. Your information may be used to verify eligibility or preauthorization for a treatment.
- To carry out health operations this may include quality assurance review and for learning purposes. When possible all identifying information will be excluded from review.
- We may call your home or other designated location and leave a message in reference to any item that may assist in carrying out treatment and/or payment such as appointment reminders or insurance items.
- We may mail to your home or other designated location any item that would assist in carrying out treatment, payment or health operations as long as they are marked Personal and Confidential. These items may include patient statements, reminder cards, or satisfaction surveys.

You have the right to request that Charlestown Physical Therapy and Health Services LLC restricts how it uses or discloses your protected health information to carry out treatment, payment and health operations, however, the clinic is not required to agree the requested restrictions, but it is bound by the above agreement.

- You have a right to review and copy information that is considered a part of your health record. You may also designate in writing that another person may review and copy information that is considered a part of your health record.
- You may request to receive a paper copy of this Notice of Privacy Practice.

Charlestown Physical Therapy and Health Services LLC reserves the right to revise this Notice of Privacy Practice at anytime. Updated copies will be made available for review.