

Notice of Health Information Practices

Please read this notice carefully and if you have any questions, please ask. This information will inform you on how your personal information may be used and disclosed and also how you can get access to your own personal information.

Understanding Your Health Record/Information

Each time you visit Colorado Physical Therapy Institute P.C. a record of your visit is made. This record contains your symptom, examination and test results, diagnosis, treatment, and a plan for future care or treatment. This information often referred to as your health or medical record serves as a:

- Basis for planning your treatment
- Means of communication among the many health professionals who contribute to your care
- Legal documents describing the care you received
- Means by which you or a third-party payer can verify that services billed were actually provided
- A tool in educating health professionals
- A source of data for medical research
- A source of information for public health officials charged with improving the health of the nation.
- A source of data for facility planning and marketing
- A tool with which we assess and continually work to improve the care we render and the outcomes we achieve
- Understanding what is in your record and how your health information is used helps you to:
 - Ensure its accuracy
 - Better understand who, what, when, where, and why others may access your health information. Make more information decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of Colorado Physical Therapy Institute P.C. that compiled it, the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information
- Obtain a copy of the notice of information practices upon request
- Inspect and obtain a copy of your health record
- Amend your health record
- Revoke your authorization to use or disclose health information except to the extent action has already been taken

Your Health Information That You Do Not Have a Right To:

- Information compiled in anticipation or use in a civil, criminal, or administration action or proceeding
- Protect health information subject to the clinical laboratory improvements amendment (CLIA)
- Protected health information exempt from CLIA. In other words, protect health information generated by:
 - Facilities of facility components that perform testing for forensic purposes
 - Research laboratories that test human specimens but do not report patient-specific results for diagnosis, prevention, treatment, of the assessment of the health of individual patients
 - Laboratories certified by the National Institutes on Drug Abuse (NIDA) in which drug testing is performed that meets NIDA guidelines and regulations, however other testing conducted by a NIDA-certified laboratory is not exempt

Colorado physical Therapy Institute P.C. may also deny an individual access without providing an opportunity for review when:

- Healthcare provider is acting under the direction of the correctional institution and an inmate's request to obtain a copy of protected health information would jeopardize the individual, other inmate, or the safety of any officer, employee, or other person at the correctional institution, or a person responsible for transporting the inmate.
- The individual agreed to temporary denial of access when consenting to participate in research that includes treatment, and the research is not yet complete
- The records and subject to the Privacy Act of 1974 and the denial of access meets the requirements of that law
- The protected health information was obtained from someone other than a healthcare provider under a promise of confidentiality and access would likely reveal the source of the information

Colorado Physical Therapy Institute P.C. may also deny an individual access for other reasons, provided that the individual is given a right to have such denials reviewed under the following circumstances:

- A licensed health care provider has determined that the access is likely to endanger the life or physical safety of the individual or another person.
- The protected health information makes references to another person who is not a healthcare provider, and a licensed healthcare professional has determined that the access requested is likely to cause substantial harm to such other person
- The request for access is made by the individual's personal representative and a licensed healthcare professional has determined that access is likely to cause substantial harm to the individual or another person

An individual has the right to request that Colorado physical Therapy Institute P.C. amend his or her health information. Colorado Physical Therapy Institute P.C. may require individuals to make such request in writing and to provide a reason to support the amendment, provided that it informs individuals in advance of such requirements.

Colorado Physical Therapy Institute P.C. may deny the request if the health information that the subject of the request:

- Was not created by Colorado Physical Therapy Institute P.C. unless the originator is no longer available to act on the request
- Is not part of the individual for the reasons stated above
- Is not accurate and complete

Our Responsibilities

Colorado Physical Therapy Institute P.C. is required to:

- Maintain the privacy of your health information
- Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you'
- Abide by the terms of this notice
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and make the new provisions effective for all protected health information we maintain. Should our information practice change, we will mail a revised notice to the address you've supplied us.

We will not use or disclose your health information without your authorization, except as described in this notice.

All inactive charts will be shredded seven years after the date of the patient's last appointment.

All correspondence, insurance cards and anything with the patient's name or ID on it that we are planning to destroy will be done so by shredding.

For more Information or to Report a Problem

If you have questions and would like additional information, you may contact Roger Rettig at 303-460-9129

If you believe your privacy rights have been violated at Colorado Physical Therapy Institute P.C., you can file a complaint with Roger Rettig or with the secretary of Health and Human Services. There will be no retaliation for filing a complaint.

Examples of Disclosures for Treatment, Payment and Health Operations

For example: Information obtained by the Aide, Certified Athletic Trainer, Physical Therapy Assistant, Physical Therapist, or other members of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Your therapist will document in your record his expectations of the members of your healthcare team. Members of your healthcare team will then record the actions they took and their observations. In that way your therapist will know how you are responding to treatment.

Colorado Physical Therapy Institute P.C. will also provide subsequent healthcare providers with copies of various reports that would assist them in treating you.

We will use your health information for payment.

For example: a bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

We will use your health information for regular health operations.

For example: Members of the medical staff, the risk of quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

Business Associates: There are some services provided in Colorado Physical Therapy Institute P.C. through contracts with business associates. Examples include physician services in the emergency department and radiology, certain laboratory tests. When these services are contracted, we may disclose your health information to our business associate so they can perform the job we've asked them to do and bill your third-party payer for services rendered. We are not responsible for our business associated privacy policies.

Notification: We may use or disclose information to notify or assist in notifying a family member, personal representative, Health Department, or another person responsible for your care, your location, and general condition.

Communication with family: Your Therapist, using his/her best judgment, may disclose to a family member, or other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

Funeral directors: Colorado Physical Therapy Institute P.C. may disclose health information to funeral directors consistent with applicable law to care out their duties.

Organ procurement organizations: Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

Marketing: We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Food and Drug Administration (FDA): We may disclose the FDA health information relative to adverse events with respect to food, supplements, product and produce defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Workers compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

Public Health: As required by law, we may disclose your health information to public health or legal authorities charges with preventing or controlling disease, injury, or disability with out your consent.

Correctional institutions: Should you be an inmate of a correctional institution, we may disclose to the institute or agents thereof health information necessary for your health and the health and safety of other individuals.

Law Enforcement: The Privacy Policy limits the type of information that we can give to law enforcement with out a warrant or other prior process. We cannot disclose DNA information to locate or identify a suspect with out a warrant or other legal requirement. We also need to obtain permission from persons who have been the victim of domestic violence or abuse before disclosing information about them to law enforcement.

Consumer Reporting Agencies: All we can disclose to them is your name, address, date of birth, social security number, payment history, employer name, and your account number.

Debt Collection Agencies: We can continue to use the services of the collection agencies. They are recognized as a payment activity within the "payment" definition.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.