

# **EVOLVE PHYSICAL THERAPY**

## **NOTICE OF PRIVACY PRACTICES**

September 2017

*THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THE FULL NOTICE OF PRIVACY PRACTICES.*

### **OUR PLEDGE REGARDING HEALTH INFORMATION**

We understand that personal health information is highly sensitive and are committed to protecting your privacy. A treatment record is generated to provide you with quality care and to comply with certain legal requirements. This notice applies to all your records generated by EVOLVE Physical Therapy. This notice describes the use of, disclosure of, rights to and obligations we have regarding your health information.

### **YOUR RIGHTS REGARDING HEALTH INFORMATION**

Your rights under federal privacy standards include:

- The right to request restriction on the use and disclosure of your health information
- The right to receive confidential communications concerning your medical condition and treatment
- The right to inspect and copy your health information (to be submitted in writing)
- The right to amend and/or submit corrections to our health information
- The right to receive an accounting of how and to whom your health information has been disclosed
- The right to receive a printed copy of this notice

### **EVOLVE'S REQUIREMENTS BY LAW**

- Maintain the privacy of your protected health information
- Provide you with this notice of privacy practices
- Abide by the privacy policies and practices that are outlined in this notice

### **EVOLVE'S USE AND DISCLOSURE OF HEALTH INFORMATION**

By consenting to care, you give EVOLVE the right to use your information for the following:

- **Treatment** - Use or disclose to other health care professionals as necessary for the purpose of evaluating your health, diagnosing medical conditions, providing treatment and communicating with your physicians.
- **Payment** - Use to seek reimbursement/payment from your health plan or from other sources of payment. Examples may include an automobile insurer, flex spending accounts, worker's compensation or credit card companies that you elect to pay for services. These payment sources may request and receive information on dates of service, the services provided, and the medical condition being treated.
- **Health care operations** - Use as necessary to support management, budgeting, financial reporting and quality control activities of EVOLVE.

- **Law enforcement** - Disclose to comply with government mandated reporting, to facilitate law-enforcement investigations, to support government audits and inspections, to avert a serious threat to health or safety, and for various uses as required by subpoena or law.
- **Public health reporting** - Disclose to public health agencies as required by law, such as mandatory reporting of certain communicable diseases to the WI Public Health Department.
- **Additional uses** - Communication regarding appointment reminders, and written and electronic correspondence for treatment purposes. You may choose to communicate via email or phone.
- **Other use and disclosure require authorization** - Specific written authorization is required for use or disclosure of your health information for purposes other than those listed above. You have the right to revoke an authorization by submitting a request in writing. However, any use or disclosure of information prior to notification of revocation will not be effected and cannot be undone.

### **EVOLVE’S RIGHT TO REVISE PRIVACY PRACTICES**

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. The revised policies and practices will be applied to all protected health information that we maintain and will be available at our facility for you upon your request.

### **COMPLAINTS**

To submit a comment or concern or if you believe your privacy rights have been violated, you may contact EVOLVE or the Secretary of the Department of Health and Human Services.