

Privacy Practices

This notice describes how medical information may be used and disclosed and how you may obtain access to this information. Please review it carefully.

Life Strength Physical Therapy, Inc. is committed to your personal well being. Protecting the privacy and security of the information you share with us is included in that commitment. While we do not sell or trade any information to third parties, we do share information with entities such as your insurance company and quality review organizations as part of our routine and necessary business operations. We do this with the utmost care and sensibility.

This notice is being provided to explain how your healthcare information is used, and your rights to review, amend and/or request limitations on the disclosure of this information.

I. Your Rights to Privacy and Disclosure:

You have the right to request restriction of uses and disclosures of your Protected Health Information as outlined below. However, there are some instances where Life Strength Physical Therapy, Inc. is not required to agree to a requested restriction.

- A. At the time you initially receive service at Life Strength Physical Therapy, you may request that Life Strength Physical Therapy restrict the use of disclosure of your protected health information to carry out treatment, payment, or healthcare operations. To request a restriction of your information, please inform the office manager or owners of the practice.
- B. You can request to receive confidential communications concerning your health information. To receive your information confidentially, contact us directly at (410) 321-4901 and direct us as to how and where you wish to receive your information.
- C. You can inspect and obtain a copy of your protected health information/Medical Record unless otherwise protected by Law.
- D. You can obtain a copy of this notice at any time.
- E. You can amend your protected health information by contacting us at (410) 321-4901. We cannot destroy or otherwise remove the original

information, but you may add/amend information in your record pursuant to Life Strength Physical Therapy's policy.

- F. You can request an accounting of our disclosures of your protected health information, unless protected by law.

II. Definitions:

- A. Disclosure means the release, transfer, provision of access to, or divulging in any other manner of information outside the entity holding the information.
- B. Healthcare means the care or service related to the health of an individual. Healthcare includes, but is not limited to, diagnostic, therapeutic, rehabilitative care and/or the sale or dispensing of a drug, equipment, or other item in accordance with a prescription.
- C. Protected Health Information means any individually identifiable health information, whether oral or recorded in any form, that is created and relates to the past, present, or future physical or mental health, condition or care of an individual.

III. Permitted Disclosures

Life Strength Physical Therapy may not use or disclose protected health information, except as permitted or required by Law. The following are permitted uses and disclosures under current Laws. We can release information to the following unless otherwise restricted by law:

- a. to the patient the information the information pertains to his/her representative
- b. to Life Strength Physical Therapy business associates or other healthcare providers to carry out treatment, payment, or healthcare operations purposes
- c. to anyone in compliance with an authorization completed by the patient or patient's representative, such as that from a healthcare provider regarding physical therapy notes
- d. To others as permitted by and in compliance with some other law or regulation as those that require use to make certain reports to health oversight agencies, like Maryland's department of Health and Mental Hygiene.

Individually identifiable health information is frequently shared with the following types of entities for purposes related to the function and operation of a health care operation:

Referring Physicians
Health insurance companies
Managed care organizations
State/Federal agencies
Health benefit managers
Billing Company

This information is released for the purposes of ensuring continuity of care, billing, conducting quality assessment and improvement activities, and reviewing the competence or qualifications of healthcare practitioners.

We may use information to contact you and provide appointment reminders and information about health related benefits and services.

The Federal Health Insurance Portability and Accountability Act (HIPAA) established federal guidelines that require Life Strength Physical Therapy to maintain the privacy of your protected health information. It also requires Life Strength Physical Therapy to provide you with this Notice of our legal duties and privacy practices with respect to your health information. Further, Life Strength Physical Therapy is required to abide by the terms of this notice. Life Strength Physical Therapy, does, however, have the right to change the terms of this notice and to make the new notice provisions effective for all protected health information that we maintain. In the event we make changes to this notice, we will make the changes apparent in the new document, post the changes in a prominent place within the facility and include them on the website. We will not individually notify every past patient, but will attempt to abide by the requirements of the notice in effect at the time of your healthcare.

IV. Questions or Complaints

Should you have any questions about this Notice, please contact us at (410) 321-4901.

You may lodge a complaint relevant to any portion of the notice provisions. It will be reviewed under the terms and parameters of our complaint process. At no time will you be subject to retaliation for filing a complaint. You may also forward your complaint to the Secretary of Health and Human Services in Washington, D.C.

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