

# Healing Tree Physical Therapy & Wellness

## SUMMARY OF PRIVACY PRACTICES

Effective Date: April 1, 2003

This notice describes the privacy practices of Healing Tree Physical Therapy & Wellness. The therapists, employees, and contractors of Healing Tree Physical Therapy & Wellness may share health information with each other for treatment, payment or health care operation purposes as described in this notice. You may request the full Notice of Privacy Practices (NPP) from our office.

### Our Pledge to Protect Your Health Information

We understand that health information about you and your health care is personal, and we are committed to protecting your health information. We create a record of the care and services you receive from us, which we need to provide quality care and comply with certain legal requirements. This privacy notice applies to all the records of your care generated by Healing Tree Physical Therapy & Wellness, whether by your physical therapist or others working in or for this office. This notice describes the ways in which we may use and disclose your health information. This notice also describes your rights to your health information and certain obligations we have regarding its use and disclosure.

*We are required by law to:*

- ❖ **Make sure the health information that identifies you is kept private**
- ❖ **Give you this notice of legal duties and privacy practices with respect to your health information**
- ❖ **Follow the terms of this notice currently in effect**

### How We May Use and Disclose Your Health Information

The following categories describe different ways that we disclose and use health information. By coming for care, you give us the right to use your information for treatment, to get reimbursed for your care and to operate our organization. There are also various other ways in which we may use or disclose your information:

- ❖ **Appointment reminders**
- ❖ **Health-related services and treatment alternatives**
- ❖ **To allow oversight of the quality of the health care we provide**
- ❖ **To allow Workers' Compensation claims**
- ❖ **As required by subpoena in lawsuits and disputes**
- ❖ **Various uses as required by law or to avert a serious threat to Health and Safety**

### Your Rights Regarding Your Health Information

You have the following rights regarding health information we maintain about you:

- ❖ **Right to Inspect and Copy**
- ❖ **Right to Amend**
- ❖ **Right to an Accounting of Disclosures**
- ❖ **Right to Request Restrictions**
- ❖ **Right to Request Confidential Communications**
- ❖ **Right to a Paper Copy of this Notice**

Information on how to exercise these rights can be seen on the NPP or can be obtained from Lisa James, Privacy Official for Healing Tree Physical Therapy & Wellness at (815) 668-3603.

### Changes to this Notice

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for health information we already have about you, as well as, any information we may receive in the future.

### Complaints

If you believe your privacy has been violated, you may file a complaint with us to Lisa James, Privacy Official for Healing Tree Physical Therapy & Wellness or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**

### Other Uses of Health Information

Other uses and disclosures of health information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose health information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose health information about you for the reasons covered by your written authorization. Understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care we provided you.