

PRIVACY NOTICE OF OMAHA SPORTS PHYSICAL THERAPY, PC

Every time you visit a hospital, physician, or other healthcare provider, a record of your visit is made. This record may include your symptoms, examination and test results, diagnosis, treatment, and plans for future care or treatment. Your medical provider uses this information to plan your care and treatment. The many health care professionals who assist in your care communicate through your health record. Your health information is also used by insurance companies to verify that services we billed for were actually provided. Although your health record belongs to the healthcare provider or facility that compiled it, you do have certain rights with regard to your health information.

You have a right:

- To expect that your health information will be kept secure and used only for legitimate purposes.
- To understand how your health information may be used and disclosed by Omaha Sports Physical Therapy, PC.
- To receive this privacy notice that tells how your health information may be used or disclosed.
- To ask questions about any health privacy issue and have those questions clearly and promptly answered.
- To know who has seen your health information and for what purpose. If you make additional requests for such an accounting during any 12-month period, we may charge you a reasonable, cost-based fee.
- To see, and to keep a copy of all of your health records. Your request for a copy of your record must be in writing. We may charge you a reasonable, cost-based copying fee.
- To ask for correction—or inclusion of statement of disagreement—for anything in your records that you feel is in error. Your request must be in writing and include supporting documentation.
- To authorize—or refuse—additional uses of your health information, such as for fundraising, marketing, and research.
- To request extra protections for health information you consider especially sensitive, and to request that we communicate with you by alternative means.

Omaha Sports Physical Therapy, PC Responsibilities:

- To maintain the privacy of your health information.
- To provide you with a copy of this Notice.
- To abide by the terms of this Notice.
- To notify you if we are unable to agree to a requested amendment or restriction.
- To accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

If our information practices change, we may amend this Notice. If we do so, the change will be effective for information gathered both before and after the effective date of such change. However, before we change our practices, we will post a copy of our new Notice at the Omaha Sports Physical Therapy, PC clinic and on our website (www.omahasportspt.com). The effective date of our Notice will always appear at the end of the Notice.

Disclosures That May Be Made Without Your Authorization:

We may use or disclose your information for treatment, payment, and healthcare operations without your permission. However, if state law requires us to obtain your written permission to use or disclose your health information, we will do so.

- **We will use or disclose your health information for treatment.**
 - Information gathered by your physical therapist will be recorded in your record and used to determine your treatment plan of care. Your physical therapist will communicate with other healthcare professionals personally and through the health record to coordinate your care. We will provide your referring physician with copies of reports that may help determine your future treatment. We may also disclose your information to another healthcare provider for its payment purposes or its healthcare operations.
- **We will use or disclose your health information for payment.**
 - We may send your bill to you or your insurance company. Your bill may contain information that identifies you, as well as your diagnosis, procedures, and supplies used.
- **We will use or disclose your health information for healthcare operation and internal business practices.**
 - Professional staff may use information in your health record to assess the care and outcomes in your case and others like it. This information is used in our ongoing efforts to improve the quality and effectiveness of the healthcare and services we provide.

- **Notification.**
 - We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care about your location and general condition.
- **Communication with Family.**
 - We may disclose to a family member, 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.
- **Business Associates.**
 - Some services of our corporation are provided through contractual arrangements with business associates, including billing and documentation. When services are provided by a business associate, we may disclose your health information to our business associate so that they can perform the job we have asked them to do and bill you or your insurance company for those services. In addition, we may disclose your health information to accrediting agencies and certain outside consultants. Our business associate must use appropriate safeguards to protect your health information.
- **Marketing.**
 - We may use your information to provide you with information regarding health-related products or services provided by Omaha Sports Physical Therapy, PC. We may also use that information to provide appointment reminders or treatment alternatives. In addition, your health information may be used in face-to-face encounters or to provide you with gifts of nominal value.
- **Workers Compensation.**
 - We may disclose your 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.**
 - When required or permitted by law, we may disclose your health information to public health or legal authorities responsible for preventing or controlling disease, injury, or disability or performing other public health functions. In addition, we may disclose your health information in order to avert a serious threat to health or safety.
- **Specialized Governmental Functions.**
 - We may disclose your health information for military and veterans activities, national security and intelligence activities, and similar special governmental functions as required or permitted by law.
- **Correctional Institutions.**
 - If you are an inmate of a correctional institution, we may disclose to the institution or agents thereof health information necessary for your health and the health and safety of other individuals.
- **Law Enforcement.**
 - We may disclose your health information for law enforcement purposes as required or permitted by law or in response to a valid subpoena, court order or other binding authority.
- **Disclosures Required by Law.**
 - We may use or disclose your health information as required by law provided such use or disclosure complies with and is limited to the relevant requirements of such law.
- **Health Oversight Agencies.**
 - We may disclose your health information to an appropriate health oversight agency, public health authority or attorney involved in health oversight activities.
- **Judicial and Administrative Proceedings.**
 - We may disclose your health information for judicial or administrative proceedings as required or permitted by law or in response to a valid subpoena, court order or other binding authority.

THIS NOTICE SERVES AS THE NOTICE OF PRIVACY PRACTICES OF OMAHA SPORTS PHYSICAL THERAPY, PC.

For More Information or to Report a Problem:

If you have questions or would like additional information, you may contact the owner of Omaha Sports Physical Therapy, PC at 402/330-2774. If you believe your privacy rights have been violated, you can file a complaint with the owner or with the Secretary of Health and Human Services. We will not retaliate against you for filing a complaint.

Effective April 14, 2003