

HIPPA-HEALTH INSURANCE PRIVACY PORTABILITY ACT- NOTICE OF PATIENT INFORMATION PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED OR DISCLOSED AND HOW YOU CAN GET ACCESS TO THE INFORMATION. PLEASE SIGN AND REVIEW IT CAREFULLY.

LEGAL DUTY

Beck & Cale Physical Therapy/Coastal Hand & Occupational Therapy are required by law to protect the privacy of your personal health information, provide this notice about our information practices, and follow the information practices that are described herein.

USES AND DISCLOSURES OF HEALTH INFORMATION

Beck & Cale Physical Therapy/Coastal Hand & Occupational Therapy uses your personal health information primarily for treatment, any insurance carrier direct billing, obtaining payment for treatment, conducting internal administration activities and evaluating the quality of care that we provide. For example, Beck & Cale Physical Therapy/Coastal Hand & Occupational Therapy may use your personal health information to contact you to provide appointment reminders, or information about treatment alternatives or other health related benefits that could be of interest to you.

Beck and Cale Physical Therapy/Coastal Hand & Occupational Therapy may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law.

In any other situation, Beck & Cale Physical Therapy/Coastal Hand & Occupational Therapy policy is to obtain your written authorization before disclosing your personal health information. If you provide us with a written authorization to release your information for any reason, you may later revoke this authorization to stop further disclosures at any time. Beck & Cale Physical Therapy/Coastal Hand & Occupational Therapy may change its policy at any time. When changes are made, a new Notice of Patient Information Practices will be posted in the waiting room and patient exam room areas. A new copy of the Notice of Patient Information Practices will be available to you on your next visit or you may request an updated copy at any time.

PATIENT'S INDIVIDUAL RIGHTS

You have the right to review or obtain a copy of your personal health information at any time at no charge for the first time. However, you will be charged a \$25.00 fee on the second request. You have the right to request that we correct any inaccurate or incomplete information in your records. You also have the right to request a list of instances in which we have disclosed your personal health information for reasons other than treatment, for any insurance carrier direct billing, for disclosure to physicians' offices and payment or other related administrative purposes. You may also request in writing that we not use or disclose your personal health information for treatment, payment and administrative purposes (except when specifically authorized by you), or when required by law or in emergency circumstances. Beck and Cale Physical Therapy/Coastal Hand & Occupational Therapy will consider all such requests on a case by case basis, but the practice is not legally required to accept all requests.

DESIGNATION RIGHTS

You have the right to designate a person below to request and receive the release of any protected health information related to your treatment, payment or administrative operations. You understand that the identity of designated person must be verified before the release of any information.

CONCERNS AND COMPLAINTS

If you are concerned that Beck & Cale Physical Therapy/Coastal Hand & Occupational Therapy may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your personal health information or to file a complaint, please contact our administration office listed below. You may also send a written complaint to the US Department of Health and Human Services.

Inquiries to: Beck & Cale Physical Therapy/Coastal Hand & Occupational Therapy

Donald T. Cale

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(805)922-1724 (805)922-2765-fax