

BECHTEL PHYSICAL THERAPY PATIENT RECORD PRIVACY DISCLOSURE

This notice describes how medical information about you may be used and disclosed, and how you can get access to this information.

Bechtel Physical Therapy is committed to protecting your health information in accordance with Federal and State regulations. This notice explains how we may use and disclose information about you and your rights regarding that information. We are required by law to adhere to the terms of this or any similar updated notice.

Use and Disclosure of Your Personal Health Information (PHI)

We may use and disclose your PHI for the purposes of treatment, payment, and health-care operations without your authorization. For example:

Treatment – We may share information with other healthcare providers to determine appropriate treatment for you.

Payment – We may share your PHI with third-party payers to ensure proper payment for your treatment. Examples of third-party payers are Medicare, Worker’s Compensation and private insurance companies.

Healthcare Operations – PHI may be disclosed to comply with government regulations (e.g., to Medicare Compliance auditors).

We may also disclose your PHI without obtaining your authorization in the following situations:

Disclosures Required by Law -- Your PHI may be disclosed when we are required to provide it by Federal or State law.

Judicial and Administrative Proceedings -- We may be required to provide your PHI in legal proceedings (e.g., when we are subpoenaed to do so or compelled to provide your PHI by a Judge, arbitrator or mediator).

Law Enforcement Purposes -- We must comply with any court orders issued under State and Federal law (even if they require the disclosure of your PHI).

Victims of Abuse, Neglect, or Domestic Violence – We are required by law to report any suspected abuse of a child, and we are permitted to report suspected abuse of an adult. (In appropriate cases, your PHI could be disclosed in connection with such a report.)

Workers’ Compensation -- We must provide information requested by parties authorized to receive information about any work-related injuries for which we may treat you.

Emergency Situations – Your PHI may be released to avert serious health and safety situations.

Coroners, Medical Examiners, and Funeral Directors -- We must provide PHI when requested in death investigations.

Organ Donation Purposes – Under certain circumstances, we may be required to provide PHI to authorized organ, tissue and other body part donation organizations (unless you advise us you are not an organ, tissue or body part donor).

Bechtel Physical Therapy can only disclose your PHI for any purpose not listed above if we have obtained your prior written permission. Even if you authorize the use or disclosure of your PHI for a particular purpose, you may revoke your authorization. To do this, you must provide us written notice – signed by you and accurately dated -- withdrawing your prior authorization. We will comply with your request if it is received before we have disclosed the information.

You have the right to:

Request restrictions -- You may submit a request in writing to place restrictions or limitations on certain uses and disclosures of your PHI.

Inspect and receive copies of your health information - You may submit a request in writing to see your PHI.

Request confidential communications -- You may submit a request in writing to receive your health information by alternative methods. Bechtel Physical Therapy has the right to determine if that request is reasonable. For example, you may ask us to mail your PHI to you at a specific address or fax number, or to call you at a specific phone number.

Amend your PHI -- You have the right to submit a request in writing for amendment or correction of your PHI if you determine that it is inaccurate or incomplete. Bechtel Physical Therapy reserves the right to deny the request if you do not include a reason for the request, if we conclude that the current information is accurate and complete and/or if the information in question was not created by Bechtel Physical Therapy.

Accounting of information released -- You may submit a request in writing to receive an accounting of disclosures of your PHI made by Bechtel Physical Therapy for up to six years before the date of your request, but not before April 14, 2003 (which is the date the HIPAA Privacy Regulations became effective).

File a complaint-If you feel your privacy rights have been violated, you may contact the Department of Health and Human Services at 233 N. Michigan Avenue, Suite 240, Chicago, IL 60601 (phone 312-886-2359, fax 312-886-1807).

Patient Bill of Rights

(Adapted from the American Hospital Association)

1. You have the right to considerate and respectful care.
2. You have the right to every consideration of privacy. Case discussions, consultations, examinations and treatment should be conducted in a way that protects your privacy.
3. You have the right to expect all communications and records related to your care will be treated as confidential, except in cases when reporting is permitted or required by law. You have the right to expect that Bechtel Physical Therapy will stress the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
4. You have the right to review the records about your care and have the information explained or interpreted as necessary, except when restricted by law.
5. You have the right to be informed of policies and practices that relate to your care, treatment and responsibilities. You have the right to be informed of available resources for resolving disputes and grievances. You have the right to be informed of Bechtel Physical Therapy's charges for services and available payment options.
6. You have the right to ask and be informed of any business relationships between the companies or entities that pay for your care and your health care providers that may influence your treatment and care.