

Squak Mountain Physical Therapy, Inc.

Notice of Privacy Practices

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

Squak Mountain Physical Therapy (SMPT) respects your privacy. We understand that your personal health information (PHI) is personal and we are committed to protecting medical information about you. We will not disclose your information to others unless you tell us to do so, or unless the law authorizes or requires us to do so. The law protects the privacy of the health information we obtain and create in providing treatment to you. For example, your protected health information includes your symptoms, test results, diagnosis, treatment plan, health information from other providers; and billing and payment information relating to your services here. Federal and state law allows us to use and disclose your protected health information for purpose of treatment, payment and health care operations.

Examples of Use and Disclosure of PHI

SMPT may use or disclose your PHI for the purposes described below, without obtaining authorization from you.

For Treatment:

SMPT may use and disclose PHI in the course of providing, coordinating or managing your medical treatment, including the disclosure of PHI for treatment activities at another healthcare facility. These types of uses and disclosures may take place between physicians, nurses, technicians, students and other healthcare professionals who provide you with healthcare services or are otherwise involved in your care. SMPT may also disclose PHI about you to people outside the clinic, such as family members, clergy or others who provide services that are part of your care.

For Payment:

SMPT may use and disclose PHI in order to bill and collect payment for treatment and supplies provided to you. For example, SMPT may need to give PHI to your health insurance company; which may include your diagnoses, treatment rendered or treatment plan. SMPT may also disclose PHI to its business associates such as billing companies and claims processing companies.

For Healthcare Operations:

SMPT may use your medical records for quality assessment and improvement. We may use and disclose your records for staff training, compliance and risk management activities, planning and development and management and administration. SMPT may disclose PHI to doctors, nurses, technicians, attorneys, consultants, accounts and others for review and learning purposes to help ensure SMPT is complying with all applicable laws, and to help SMPT continue providing quality healthcare to its patients. SMPT may also disclose PHI to other healthcare providers and health plans for their quality assessment, credentialing and peer review activities and healthcare fraud and abuse detection or compliance; provided that such entity has, or has had in the past, a relationship with the patient.

As Required by Law and Law Enforcement:

SMPT may use or disclose PHI when required to do so by applicable law and when ordered to do so in a judicial or administrative proceeding such as a subpoena, court order or if you are the victim of a crime.

For Public Health Activities and Public Health Risks:

SMPT may disclose PHI to government or public health officials. For example, PHI may be shared to prevent or control disease; report child abuse or neglect and of other victims of abuse, neglect or domestic violence; report vital statistics such as births or deaths.

To Avoid Serious Threat to Health or Safety:

SMPT may disclose PHI to law enforcement personnel to prevent or lessen a serious threat to the health or safety of a person or the public.

Health and Safety Oversight Activities:

For example, we may share PHI with the government for oversight activities such as audits, investigations, inspections, licensure or disciplinary actions and compliance with civil rights laws.

Medical Researchers:

Under certain circumstances, SMPT may disclose PHI if the research has been approved and has policies to protect the privacy of your health information. For example, a project may involve comparing recovery of patients who received one treatment compared to another treatment for the same condition.

Coroners, Medical Examiners and Funeral Directors

For example, we may share PHI for the purpose of identifying a decedent, determining cause of death or enabling these parties in carrying out their duties consistent with applicable law.

Appointment Reminders, Health Related Benefits and Services, Marketing

SMPT may use and disclose your PHI to contact and remind you of an appointment, or to inform you of treatment alternatives or other health-related benefits and services that may be of interest to you.

Notification to Family and Others

Unless you object in writing, we may release health information about you to a friend or family member who is involved in your medical care. We may also give information to someone who helps pay for your care. You have the right to object to this use or disclosure of your information. If you object, we will not disclose it.

Other Uses and Disclosures of PHI

Uses and disclosures not in this Notice will be made only as allowed or required by law or with your written authorization.

Your Health Information Rights

The health and billing records we compile and create are the property of SMPT. You have certain rights regarding the records we have, however. All requests must be in writing and sent to the Privacy Officer.

Inspect and Copy

Generally, you have the right to inspect and copy your PHI that SMPT maintains. If you request copies of you PHI, we reserve the right to impose a reasonable fee to cover copying and postage costs.

Request a Change in your Health Information

You may request us to change your health information. You may write a statement of disagreement if your request is denied. It will be stored in your medical record, and included with any release of your record.

Restrictions:

You may request that SMPT restrict the use and disclosure of your PHI. In your request you must tell us (1) What information you want limited; (2) Whether you want us to limit our use, disclosure or both; and (3) To Whom it May Concern: you want the restrictions to apply. For example, you may want to limit disclosures to your spouse.

Alternative Communications

You have the right to request in writing that communications of PHI to you from SMPT be made by a particular means or at a particular location. For example, you may request communications be directed to an alternate address.

Accounting of Disclosures

You may request to receive a list of the disclosures of the PHI we have made at any time during the six years prior to the date of your request. The list will not include disclosures to those to which this notice already applies such as third-party payors or other healthcare providers. You may receive this information at no charge once per year. If you make more than one request in a year, we reserve the right to charge a fee for providing the list.

Cancel Prior Authorizations

You may request a revocation of prior authorizations to use or disclose PHI. Your revocation will not affect information that has already been released or any other action taken prior to it.

Our Responsibilities

We are required to keep your PHI private, offer you this notice and follow the terms of this notice.

Right to Copy of Notice: You have the right to receive a paper copy of this notice upon request. To obtain a paper copy, please print it from our website or contact the privacy officer. A copy will be posted in the office as well.

Right to File a Complaint: You may complain to SMPT if you believe your privacy rights with respect to your PHI have been violated by contacting the Privacy Officer and submitting a written complaint. You also have the right to file a complaint with the Secretary of the Department of Health and Human Services. You will not be penalized for filing a complaint.

Privacy Officer Contact Information:

Squak Mountain Physical Therapy, Inc.
5825 221st Pl SE #206, Issaquah, WA 98027
(425) 392-8335 phone
(425) 392-8338 fax

The U.S. Dept. of Health & Human Services

Office of Civil Rights
200 Independence Ave. SW
Washington, DC 20201
(877) 696-6775 (toll free phone)

This notice revised and becomes effective July 1, 2011

This notice originally published and became effective April 1, 2003

SMPT reserves the right to modify this Notice without prior notification to our patients.