

## HIPAA AND PRIVACY POLICIES OF GPT

As of April 2003, the laws regarding exchanges of personal medical information have become more strongly enforced. As we are in the age of the internet and more information is being shared electronically, personal information can be exposed to those who it may not be intended for. This form is to notify you of these laws and ensure you that your personal information will only leave Goffstown Physical Therapy (GPT) with your authorization.

According to Health Insurance Portability and Accountability Act (HIPAA), the organization is responsible for making these changes to protect your medical history. We are allowed to disclose information in only specific instances as outlined below:

- **Treatment:** In order to provide you with the best service possible it is necessary for your doctor and physical therapist to communicate regarding your physical condition. In addition to the original referral, medical updates are shared as to your progress, as well as your final status upon discharge
- **Payment:** Occasionally, it may be necessary to share physical therapy treatment notes, or updates with insurance companies in order to receive reimbursement. This is most common with cases involving litigation. However, some private health insurances require information like prescriptions and/ or plans of care.
- **Health Care Operations:** we also use or disclose your personal health information for purposes that involve your relationship to us as a patient. We may remind you of appointment (via telecommunications or email), and assess your satisfaction with our services. When reminding you of appointments or billing efforts, we may leave messages on your answering machine/voicemail.
- **General Disclosures to Family/Friends:** When necessary, information may be shared with family members or others responsible for your care regarding your general condition, location, or demise. If you are present at the time of disclosure, you will have the opportunity to refuse permission to do so. When you are not present, disclosures are made based on professional judgment as to your best interest.
- **Required by Law:** When your medical information is required by law, we must disclose it. National Security personnel may request information when conducting intelligence activities. Military officials may request records of those in the military in order to assure proper execution of military procedures.
- **Court Orders:** In the event your injury is due to an accident and a law suit is pending, the court may require us to disclose certain information regarding your health. We may also share information concerning a suspect, fugitive, material witness, crime victim, or missing person when necessary. In addition, correctional facilities may request medical records of an inmate for proper health care and safety. Your records may also be used to defend GPT in judicial and/or administrative proceedings.

- **Public Health Concerns:** As required by law, we may share your medical information with public health authorities where preventing/controlling disease, injury and disability. This includes evidence of abuse and neglect. We may also reveal information to authorities of the Food and Drug Administration involving malfunction or defect of products issued to you regarding your medical history.
- **Health Oversight:** Certain health oversight committees may require personal information, when authorized by law, when conducting activities such as audits, civil, administrative, or criminal investigations or inspections.

**The Individual rights of the Patient:**

1. Look at or obtain copies of your medical information
2. Request that your information be corrected or amended
3. Request that we do not use or disclose your health information
4. Request that we provide health information to you in an alternative way or at an alternative location in a confidential manner.
5. Receive a list of disclosures of your health information by our office
6. Review this copy of privacy practices at any time.

**Questions or Comments:**

If you have any questions regarding the above or feel your privacy has been violated in any way by our office, please contact us. In addition, you may contact the US Department of Health and Human Services. You will not be penalized or retaliated against if you chose to file a complaint.