

ELEVATE Physical Therapy Fitness and Performance 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.

If you have any questions about this Notice of Privacy Practices, please contact:

Jason D. Taylor, PT, DPT at ELEVATE Physical Therapy Fitness and Performance
2312 South 6th St Suite B, Klamath Falls, OR 97601 | 541-887-2030 (office) | 541-887-2070 (fax)

ELEVATE Physical Therapy Fitness and Performance is committed to the security and privacy of your health information. When it comes to your health information, you have certain rights and choices. This Notice of Privacy Practices address how your medical information may be used and disclosed, how you get access to your health information, and your rights and choices regarding the use and disclosure of your health information. Again, **PLEASE REVIEW THIS NOTICE OF PRIVACY PRACTICES CAREFULLY.**

Patient Rights

1. You can ask to see or obtain an electronic or paper copy of your medical record and other health information we have about you. We will provide a copy or summary of your medical record or other health information within 30 days of your request. You may be charged a reasonable, cost-based fee for this request.
2. You can ask for your medical record or other health information to be corrected. We have the right to refuse this request, but will notify you in writing of the reasons for denial within 60 days of your request.
3. You can ask that we communicate your health information to you in a specific manner. We will not deny any reasonable accommodation requested by you.
4. If you pay for a service or health-care item out of pocket you can ask us not to share your information for the purpose of payment or health care operations with your health insurer. We will accommodate such a request unless a federal or state law requires us to do otherwise.
5. You can ask that we limit what disclosures we are allowed by law to make without your consent. We are not obligated to agree to your request and we will deny a request if it will adversely affect your care; provided, we must honor your request if the use or disclosure is for payment and healthcare operations and we have been paid in full for the item or service to which the health information relates.
6. You can ask to obtain a summary of who we have shared your medical record or other health information with for six years prior to the date you ask. We will include all disclosures made, except for disclosures related to treatment, payment, and health care operations. If you make a request as described in this section 6, we will provide one accounting a year for free.
7. You can ask for a copy of this Notice of Privacy Practices at any time. A request for a copy of this notice may be obtained by a patient of ELEVATE Physical Therapy Fitness and Performance, as well as any other individual who requests a copy of this Notice of Privacy Practices.
8. If you have given someone medical power of attorney or if someone is your legal guardian, we will make sure such person has the authority to act on your behalf before we take any action.
9. You have the right to file a complaint if you feel your rights have been violated by us. You can file such a complaint by contacting us using the contact information provided at the top of this Notice of Privacy Practices and filing a complaint with the U.S. Department of Health and Human Services Office for Civil Rights. We will not retaliate against you for filing a complaint.

Patient Choices

1. You have the right and choice to tell us to:
 - Share (or not share) information with your family, close friends, or others involved in your care.
 - Share information in a disaster relief situation.
 - Include your information in a directory used by ELEVATE Physical Therapy Fitness and Performance.

- Contact you for fundraising efforts.

If you are unable to communicate to us your preference as to any of the above, we may share your health information if we believe it is in your best interest or if it is to lessen a serious and imminent threat to your or the public's health and safety.

2. We will never share your information for marketing purposes, sale of your health information, or psychotherapy notes without your written permission. If you provide a written authorization for the use or disclosure of your health information for marketing purposes, sale of your health information, or psychotherapy notes, such written authorization must explicitly state the parameters by which you are authorizing the use and disclosure and whether ELEVATE Physical Therapy Fitness and Performance will receive any form of remuneration for the use and disclosure. Please note that we do not maintain mental health records or psychotherapy notes at ELEVATE Physical Therapy Fitness and Performance.
3. We will never share any substance abuse treatment records without your written permission. Please note that we do not maintain substance abuse records at ELEVATE Physical Therapy Fitness and Performance.

Uses and Disclosures by ELEVATE Physical Therapy Fitness and Performance

1. We can use your health information and share it with other professionals who are treating you. For example, a physical therapist treating you may communicate your health information to your referring physician or with another physical therapist or physical therapy assistant that is involved in your care.
2. We can use and share your health information to run ELEVATE Physical Therapy Fitness and Performance, improve your care, and contact you when necessary. For example, we may use and share your health information among the staff at ELEVATE Physical Therapy Fitness and Performance to develop and manage your care plan, monitor progress in existing care plan, or to set benchmarks within an existing care plan.
3. We can use and share your health information to bill and get payment for services rendered to you by ELEVATE Physical Therapy Fitness and Performance. For example, we may use and share your health information with your health insurer in order to be reimbursed for the services you received at ELEVATE Physical Therapy Fitness and Performance.
4. We can share your health information about you in certain situations where there is a public health and safety issue, such as to prevent disease, assisting with product recalls, reporting adverse reactions to medications, reporting suspected abuse, neglect, or domestic violence, and preventing or reducing a serious threat to anyone's health or safety.
5. We can use or share your health information for medical research.
6. We will share health information about you if state or federal law requires it.
7. We can use or share health information about you for workers' compensation claims, law enforcement purposes, health oversight agencies for activities authorized by law, and for special governmental functions if the law requires it.
8. We can share your health information in response to a court or administrative order, or in response to a subpoena.

Responsibilities of ELEVATE Physical Therapy Fitness and Performance

1. We are required by law to maintain the privacy and security of your protected health information.
2. We will notify you promptly in writing if a breach occurs that may have compromised the privacy and security of your information.
3. We will follow the duties and privacy practices described in this notice.
4. We will not use or share your information other than as described herein and as directed by you. If you direct us to use or share your information in a manner not addressed herein, you may change your mind at any time by notifying us in writing.

This Notice of Privacy Practices is effective as of March 9, 2020. We will abide by the terms contained in this Notice of Privacy Practices. If this Notice of Privacy Practices is revised or updated, we will promptly distribute an updated Notice of Privacy Practices to you and display an updated Notice of Privacy Practices on our website and in a prominent place in our office. This Notice of Privacy Practices is displayed in the front office at the above address and on our website at www.elevateptfp.com.