

# HIPAA FORM

## IGNITE PHYSICAL THERAPY & WELLNESS CENTER, LLC

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

Please review it carefully.

### Introduction:

At Ignite Physical Therapy & Wellness Center, LLC we are committed to treating and using protected health information about you responsibly. This Notice of Health Information Practices describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information. This Notice is effective June 1<sup>st</sup>, 2013 and applies to all protected health information as defined by federal regulation.

### Uses and Disclosures

The following are examples of ways we use your health information.

1. We use your health information to document and plan treatment, progress, planning, etc.
2. We use your health information for payment. For instance, we need to send health information including procedures done and diagnoses to your insurance company.
3. We use your health information for regular health operations. For example, our compliance officer regularly chooses medical records for audits. This practice ensures that we are constantly working towards improved quality and effectiveness.
4. There are services provided in our organization through contacts with business associates. Examples include orthotic/prosthetic fabrication, billing and transcription services.
5. We may use or disclose information to notify or assist in notifying a family member, personal representative, or other person responsible for your care, your location, and general condition.

The following are examples of other purposes for which Ignite Physical Therapy & Wellness Center is permitted or required to disclose confidential information without the individual's written authorization.

1. Uses and disclosures for public health activities;
2. Reporting victims of abuse, neglect, or domestic violence;
3. Disclosures for judicial and administrative proceedings;
4. Disclosures for law enforcement purposes;
5. Disclosures to avert a serious threat to health or safety; and
6. Uses and disclosures for specialized government functions.

### Separate Statements for Certain Uses or Disclosures

Ignite Physical Therapy & Wellness Center may contact patients with appointment reminders, requests for the patient to contact us for appointments, notices and letters concerning medical findings. We may also contact the patient about treatments alternatives or other health related benefits and services that may be of interest to the individual.