



HIPAA Notice

This is a notice of how information about you may be used and disclosed as well as how you can get access to this information.

PLEASE REVIEW THIS FORM CAREFULLY.

Introduction

Apex Physical Therapy will use and treat your protected health information responsibly. This Notice of Health Information Practices will describe the personal information we collect and how and when we use or disclose that information. This also informs you of your rights as they relate to your health information. This notice is effective June 1, 2016 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 used your health information to document, plan, and progress treatment.
2. We use your health information for payment purposes. Insurance often requires health information regarding procedures done during your treatment as well as diagnoses for payment.
3. We use your health information for regular business operations. The quality assurance committee at Apex Physical Therapy randomly chooses medical records for audits to ensure all records are thorough and of high quality.
4. Apex Physical Therapy sometimes contracts services with other businesses in order to maintain daily operations. These contracts include by are not limited to IT management, copy/fax management, and transcription services. Each company abides by HIPAA regulations and signs an agreement with Apex Physical Therapy to not disclose any protected health information.
5. We may use or disclose information regarding your general condition and location in order to notify or assist in notifying a family member or other person responsible for your care such as a transportation company, living facility, etc.

Below are other reasons which Apex Physical Therapy is permitted or required to disclose confidential information WITHOUT your written consent.

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.
6. Uses and disclosures for specialized government functions.

Separate Statement for Certain Uses or Disclosures

Apex Physical Therapy may contact patients with appointment reminders, requests for the patient to contact our office in regards to appointments, notices and letters concerning any medical findings. Apex Physical Therapy may also contact a patient to discuss treatment plans and alternatives or other health benefits and services that may be of interest to the individual.

2136 Exeter Rd., Suite 102 Germantown, TN 38138 Phone: (901)480-8336

Effective Date of this notice is June 1, 2016



Individual Rights

While your health record is the physical property of Apex Physical Therapy, the information belongs to you. You have the right to act as follows:

1. The right to request restrictions on certain uses and disclosures of your information.
2. The right to revoke your authorization to use or disclose health information except to the extent that action has already been taken.
3. The right to receive confidential communications.
4. The right to obtain a copy or inspect your health information.
5. The right to receive an accounting of disclosures or protected health information.

Apex Physical Therapy Rights

1. Apex Physical Therapy has 30 days with which to comply with a patient's request to review or copy their health information. Apex Physical Therapy is allowed an additional 30 days if the record is off site. Apex Physical Therapy may charge a fee for copying the health record.
2. The therapists at Apex Physical Therapy have the right to review the record and remove any information that they deem to be harmful to either the patient or to another individual.
3. The patient will be supervised by Apex Physical Therapy staff during any review of the record. Supervision is allowed and required to prevent the removal or altering of the medical record. Apex Physical Therapy will charge staff time for this service.

Apex Physical Therapy Duties

1. Apex Physical Therapy is required by law to maintain the privacy of confidential information and provide individuals with notice of its legal duties and privacy practices with respect to such information.
2. Apex Physical Therapy is required to abide by the terms of this Notice.
3. Apex Physical Therapy reserves the right to change the terms of its Notice and to make the new Notice provisions effective for all confidential information that it maintains. Revisions to this Notice will be posted in the patient waiting area.

Complaints

Individuals with complaints may contact Apex Physical Therapy's Administrator in writing to the address below. You may also contact the Secretary of the U.S. Department of Health & Human Services at 200 Independence Ave., S.W. Washington, D.C. 20201.

Please contact the Apex Physical Therapy administrator at (901)480-8336 for further information.

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