



NOTICE OF PRIVACY PRACTICES

Occupational Therapy Services, Inc.

IMPORTANT NOTICE:

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.

UNDERSTANDING YOUR HEALTH RECORD / INFORMATION

Each time you visit a hospital, physician, dentist, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment.

This information—often referred to as your health or medical record—serves to:

- Plan your care and treatment
- Communicate among health professionals involved in your care
- Document services provided

Understanding what is in your record and how your health information is used helps you:

- Ensure its accuracy
 - Understand who may access your information and why
 - Make informed decisions when authorizing disclosures
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YOUR HEALTH INFORMATION RIGHTS

Unless otherwise required by law, your health record is the physical property of the healthcare practitioner or facility that compiled it. However, you have the following rights regarding your protected health information (PHI):

You have the right to:

1. Receive a copy of this Notice of Privacy Practices upon enrollment or upon request.
2. Request restrictions on how Occupational Therapy Services, Inc. uses or discloses your PHI for treatment, payment, or healthcare operations.



- This includes the right to request that we not disclose information to a health plan/insurance provider if services were paid in full out-of-pocket.
- We reserve the right to deny requested restrictions.
- 3. Request confidential communications of your protected health information.
- 4. Inspect and obtain a copy of your medical and billing records and other records used to make decisions about your care.
 - If records are maintained electronically, you may request an electronic copy or transmission to a third party.
 - Reasonable copying or labor fees may apply.
- 5. Request an amendment to your protected health information.
Requests may be denied if the information:
 - Was not created by Occupational Therapy Services, Inc.
 - Is not part of your medical or billing record
 - Is not available for inspection
 - Is accurate and complete

Any approved amendment will be added to the record and will not replace existing documentation.

- 6. Receive an accounting of disclosures of your PHI, except for disclosures:
 - For treatment, payment, or healthcare operations
 - To individuals involved in your care
 - Required by law (e.g., law enforcement, correctional institutions)
 - For national security or intelligence purposes
 - That occurred prior to April 14, 2003
 - That were incidental or part of a limited data set
 - Made directly to you or your personal representative
 - Authorized by you in writing
- 7. Revoke an authorization to use or disclose PHI at any time, except where action has already been taken or where insurance law permits continued use.
- 8. Receive notification if you are affected by a breach of unsecured protected health information.

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