



PATIENT'S RIGHTS AND PRIVACY ACT 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.

EFFECTIVE JANUARY 01, 2004

The privacy of your medical information is important to us. U.S. government regulators established privacy rules ("HIPAA") governing protected health information. This notice describes how your medical information can be used, and about certain rights that you have.

Alan Palmer, MSPT is in charge of privacy matters at Excel Physical Therapy. You can contact him at (518)731-1157 if you desire further information, or have any questions or concerns.

Use and Disclosure of Protected Information

Federal law provides that we may use your medical information (protected health information) for treatment of you, without further specific notice to you, or written authorization by you. If we refer you to a specialist, we may provide laboratory or test data to that specialist (subject to more stringent New York laws, such as restriction on disclosure of information concerning HIV/AIDS.)

Federal law provides that we may use your medical information to obtain payment for our services without further specific notice to you, or written authorization by you. Under your health plan, we are required to provide them with a diagnosis code for your visits and a description of the services rendered.

Federal law provides that we may use your medical information for health care operations without specific notice to you, or written authorization by you. Our accountants may see your name, dates of treatment and procedure codes during audits of our books. We may use your information for financial services, quality assurance, risk reduction and claim management purposes with our professional liability insurer.

We may use or disclose your medical information, without further notice to you, or specific authorization by you where:

1. required by law;
2. required for public health purposes;
3. required by law to report child abuse;
4. required by health oversight agency for oversight activities authorized by law, such as the Department of Health, Office of Professional Discipline or Office of Professional Medical Conduct;
5. required by law in judicial or administrative proceedings;
6. required for law enforcement purposes by a law enforcement official;
7. required by a coroner or medical examiner;
8. permitted by law to a funeral directory;
9. permitted by law for organ donation purposes;
10. permitted by law to avert a serious threat to health or safety;
11. permitted by law and required by military authorities if you are a member of the armed forces of the United States.

New York State law provides additional protection for information regarding HIV/AIDS. We will continue to follow New York State law with respect to such information.

We may contact you by mail or phone, at your residence to remind you of appointments or to provide information about treatment alternatives. Unless you instruct us otherwise, we may leave a message for you on any answering device or with any person who answers the phone at your residence.

You can make reasonable request, in writing, for us to use alternative methods of communicating with you in a confidential manner. Space for this is provided on the bottom of the Patient's Certification, Authorization to Release Information and Payment Request form.

Other uses or disclosures of your medical information will be made only with your written authorization. You have the right to revoke any written authorization that you give.

Patient's Rights

You have the right to request restrictions on certain of the uses or disclosures described above. Except as stated below, we are not required to agree to such restrictions.

You have the right to inspect and obtain copies of your medical information.

You have the right to request amendments of any disclosures we make of your medical information, except for: disclosures we make to you, or to carry out treatment, payment or health care operations, or as requested by our written authorization, or as permitted or required under 45 CFR § 164.502, or for emergency or notification purposes, or for national security or intelligence purposes as permitted by law, or to correctional facilities or law enforcement officials as permitted by law.

If you have received this notice electronically, you have the right to obtain a paper copy from our office.

Excel Physical Therapy Obligations

We are required by law to maintain the privacy of protected health information and to provide individuals with notice of our legal duties and privacy practices.

We are required to abide by the terms of this notice as long as it is currently in effect.

We reserve the right to revise this notice, and to make a new notice effective for all protected health information we maintain. Any revised notice will be posted in our office, and copies will be made available.

If you wish to complain about violations of our privacy rights, you have the right to file a complaint with the Secretary of the Department of Health and Human Services of the United States. You may also file a complaint with us. Complaints should be directed to: Alan Palmer, MSPT. 11831 Rt. 9W West Coxsackie, NY 12192 (518)731-1157

No retaliatory action will be taken against you for any complaint you may make.