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## HIPAA NOTICE

### HIPAA

Health Insurance Portability and Accountability Act

#### Legal Duty

Care First Rehab is required by law to protect the privacy of your personal health information, provide this notice about our information practices and follow the information practices that are described herein.

#### Uses and Disclosures of Health Information

Care First Rehab uses your personal health information primarily for treatment, obtaining payment for treatment, conducting internal administration and evaluating the quality of care that we provide. Some examples of uses of your personal health information may include, but are not limited to, the following: (1) Contacting you by telephone/mail and leaving a message if necessary to provide or obtain information regarding appointments, your treatment, your patient account, treatment alternatives or other health related benefits and services that we offer, and/or company news; (2) Obtaining information from your referral source in order to schedule an appointment and to verify/authorize insurance benefits, (3) Announcing your arrival to the therapist in an area where others may hear the information, (4) Calling out your name in the waiting area, (5) Placing your encounter form and/or medical record in a slot beside your treatment room door, (6) Treating you in an open area where conversations between you and your therapist may be overheard by other patients and staff, (7) Sharing information as needed with other health care providers involved in your care, (8) Performing quality assurance tasks such as chart review and outcomes analysis, (9) Forwarding information to your insurance carrier in order to receive payment on claims (after obtaining your Medical Records Release and Insurance Assignments), and/or (10) Sharing information to insurers and other entities involved in your workers' compensation case as authorized by law.

Care First Rehab may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law.

In any other situation, Care First Rehab's policy is to obtain your written authorization before disclosing your personal information. If you provide us with a written authorization to release information for any reason you may later revoke that authorization to stop future disclosures at any time.



### **Patient's Individual Rights**

You have the right to review or obtain a copy of your personal health information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You also have the right to request a list of instances where we have disclosed your personal health information for reasons other than treatment, payment or other related administrative purposes.

You may request in writing that we not use or disclose your personal health information for treatment, payment and administrative purposes except when specifically authorized by you, when required by law or in an emergency circumstance. Care First Rehab will consider all such requests on a case-by-case basis, but the practice is not legally required to accept them