



## **PHYSICAL THERAPY AND SPORTS MEDICINE CENTER**

La Mesa, CA 91942-3023  
(619) 589-0850 • FAX 589-0878

### **Notice of Privacy Practices**

*This notice describes how medical information about you may be used or disclosed and how you can get access to this information. Please review the notice carefully.*

*Para recibir esta notificación en Español, por favor pregunte a Recepcionista.*

#### **Physical Therapy and Sports Medicine Center's Legal Duty**

The Physical Therapy and Sports Medicine Center ("PT&SMC") is required by law to protect the confidentiality of your protected health information (PHI), to provide this notice about our information privacy practices, and to follow the privacy practices that are described herein. PHI is defined as any individually identifiable information maintained as part of your medical file. Some examples of your PHI include: your name, address, telephone number, social security or other identification number, medical condition and treatment records, payment records, and insurance and financial information.

#### **Uses And Disclosures of Health Information**

PT&SMC uses your PHI primarily for treatment, obtaining payment for treatment, conducting internal administrative activities, and evaluating the quality of care that we provide. For example, PT&SMC may use your PHI to contact you to schedule or reschedule appointments, to discuss insurance-related questions, or to seek information from your referring physician.

PT&SMC may also use or disclose your protected health information without prior authorization for public health purposes, for auditing purposes, and for emergencies. We also provide information when required by law.

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

PT&SMC uses administrative, technical, and physical safeguards to maintain the privacy of your PHI, and we must limit the use and/or disclosure of your PHI to the minimum amount necessary to accomplish the purpose of the use or disclosure. On rare occasions, your PHI could be disclosed incidentally to a permitted use or disclosure. For example, receiving treatment in the exercise room; holding discussions at the front desk; information on sign-in sheets, our appointment book, or on office computer screens. We are required to keep such incidental disclosures to a minimum.

## Notice of Privacy Practices (Cont.)

PT&SMC may change its policy at any time. When changes are made, a new Notice of Privacy Practices will be posted in the waiting room and will be provided to you on your next visit. You may also request an updated copy of our Notice of Privacy Practices at any time.

### Patient's Individual Rights

You have the right to review or obtain a copy of your protected 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 protected health information for reasons other than treatment, payment, or other related administrative purposes.

You may also request in writing that we not use or disclose your protected health information for treatment, payment, or administrative purposes except when specifically authorized by you, when required by law, or in emergency circumstances. PT&SMC will consider all such requests on a case-by-case basis, but we are not legally required to accept them.

### Concerns and Complaints

If you are concerned that PT&SMC may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your protected health information, please contact our Privacy Officer at the address listed below. You may also send a written complaint to the US Department of Health and Human Services. For further information on PT&SMC's privacy practices or if you have a complaint, please contact our Privacy Officer.

*Attn: Privacy Officer  
Physical Therapy and Sports Medicine Center  
5565 Grossmont Center Drive, Building 3, Suite 461  
La Mesa, CA 91942  
Phone: (619) 589-0850 Fax: (619) 589-0878*

This notice is effective on and after April 14, 2003