

Vitality Physical Therapy & Wellness, Inc.
Notice of Privacy Practice 2015

Purpose of this Notification: To inform Vitality Physical Therapy & Wellness, Inc. clients/patients about the safeguards established to protect patient health information, otherwise known as Protected Health Information (PHI).

How is my PHI used? Under State and Federal Laws you have the right to access your information and the right to request that information to be shared to others. Vitality Physical Therapy & Wellness, Inc. requires that in order for this right to be exercised, written notification must be submitted to the practice. Vitality Physical Therapy & Wellness, Inc. may use your information for the provision of healthcare services and the processing of payments. Vitality Physical Therapy & Wellness, Inc. will use only the minimal amount necessary to accomplish these measures.

Can my PHI be disclosed without my authorization? Vitality Physical Therapy & Wellness, Inc. is allowed to use and disclose your PHI in certain situations without first obtaining your authorization. Instances of this matter may include: processing and obtaining payment for service; the performance of medical necessity reviews; provision of health care operations; state and government law mandates/as required by law; law enforcement; workers compensation cases; instances to avoid serious health and safety risk to the individual(s) or public at large; business associates related to the health care operations

What if my information is compromised? (Privacy, Security and Breach Notification) Vitality Physical Therapy & Wellness, Inc. takes every measure to ensure that the patient's information is protected and remains private. Should a breach in the patient's information occur, it is the responsibility of Vitality Physical Therapy & Wellness, Inc. and its Privacy Officer to investigate the breach as well as inform the individual. The following factors will be taken into consideration in determining a breach of information: *the nature and extent of the PHI involved – issues to be considered include the sensitivity of the information from a financial or clinical perspective and the likelihood the information can be re-identified; the person who obtained the unauthorized access and whether that person has an independent obligation to protect the confidentiality of the information; whether the PHI was actually acquired or accessed, determined after conducting a forensic analysis; the extent to which the risk has been mitigated, such as by obtaining a signed confidentiality agreement from the recipient.* Individuals will be informed in writing within 48-72 hours of the known breach.

Can I have a copy of my Medical Records? Yes. An individual may obtain a copy of their health records. In order for a patient to gain access to their individual health records, the individual must first complete a *Request for Patients Records* form in person. Vitality Physical Therapy & Wellness, Inc. will have 30 days to comply to this request, with one 30 day extension. Valid identification must be shown verifying the individual making the request. Vitality Physical Therapy & Wellness, Inc. may impose a fee for the processing of the request to recoup time, labor and expenses. Copies of medical records may be in the form of paper or e-files. Emailed copies may be requested provided the individual has been informed and agrees to receipt of non-encrypted files and understands the potential for cyberspace theft. Vitality Physical Therapy & Wellness, Inc. does not take responsibility for patient information delivered through the internet.

Do I have to disclose my privacy information to my health plan? Unless required for treatment purposes or by law, the new Omnibus Ruling of 2013 allows the patient at their request to prohibit the disclosure of information to their respective health plan when services are paid out-of-pocket. *Per Vitality Physical Therapy & Wellness, Inc. policies, a written request from the patient must be kept on file.*

Will my patient information be sold for marketing, fundraising or research purposes? No. Vitality Physical Therapy & Wellness, Inc. does not engage in the practice of selling patient information for marketing, fundraising or research purposes unless written consent from the individual is first obtained and kept on file.

Do I have the right as to how my PHI is used? Patients at Vitality Physical Therapy & Wellness, Inc. do have the right with regards to the disclosure of their PHI. Certain patient rights include: The right to access and copy; the right to amend or request an accounting of PHI; the right to request that disclosure of and individuals PHI be restricted: *Patients have the right to request that certain aspects of their health information be restricted from family, friends or other individuals involved in their health care. Unless required by law, exercising of this right must be done formally in writing.*

Rights of revision by Vitality Physical Therapy & Wellness, Inc. *Vitality Physical Therapy and Wellness, Inc reserves the right to review revise and amend this Notice of Privacy Practice at any time. Any changes will be effective as of the date of the change(s). A copy of any revised changes will be made available to all patients and posted at Vitality Physical Therapy & Wellness, Inc. and our website. For questions, concerns or to receive a copy of this Notice of Privacy Practice, please contact the Privacy Officer, Michael Balbarin (Owner) at Vitality Physical Therapy & Wellness, Inc. 6804 Kings Ranch Rd. Ste 103 Gold Canyon, AZ. 85118.*

(Revised - Aug 2016)