

# **Somerset Hills Physical Therapy, PC**

## **Official Notice of Privacy Practices**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED OR DISCLOSED AND HOW YOU CAN GET ACCESS TO INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.

Somerset Hills Physical Therapy originates and maintains health records describing patient's health history, symptoms, examinations, diagnosis, and treatment. This information will serve as:

- Basis for planning care and treatment.
- A means of communication among any other health professionals who might contribute to the patient's care ie.: via facsimile, phone.
- A source of information for applying diagnosis and codes to the patient's account to process for payment.
- A means by which a third party payer can verify services billed.
- A tool to conduct internal administrative activities and evaluate the quality of care we provide.

Somerset Hills Physical Therapy will take care to ensure that any and all information pertaining to the patient and his/her treatment at this facility will be handled with an emphasis on maintaining their privacy at all times. The patient has the right to request restrictions as to how the information may be used or disclosed, and may also authorize Somerset Hills Physical Therapy to release medical records to specific friends or family members. The patient may revoke this consent in writing at any time, but not to the extent the organization has already acted in.

The patient has the right to make a written request for an appointment to review with a staff member or obtain a copy of their private health information. By law we may charge up to \$1 per page fee for copying and mailing your records.

The patient has the right to access the full Privacy Policy of Somerset Hills Physical Therapy, PC, and to receive a written copy of this notice.

This notice goes into effect April 6<sup>th</sup>, 2011