

Iowa City Physical Therapy, PC

Iowa City Physical Therapy Notice of Patient Rights and Information Practices

This Notice Describes how medical information about you may be used or disclosed and how you can obtain access to information. Please review it carefully.

Iowa City Physical Therapy Legal Duty

Iowa City Physical Therapy 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

Iowa City Physical Therapy uses your personal health information primarily for treatment, obtaining payment for treatment, conducting internal administrative activities and evaluating the quality of care that we provide. For example, Iowa City Physical Therapy may use your personal health information to contact you to provide appointment reminders, or information about treatment alternatives or other health related benefits that could be of interest to you.

Iowa Physical Therapy may also use or disclose you 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 situation, Iowa City Physical Therapy's policy is to obtain your written authorization before disclosing your personal 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.

Iowa City Physical Therapy may change its policy at any time. When changes are made, a new Notice of Information Practices will be posted in a common area of our facility. You may also request an updated copy of our Notice of Patient Rights and Information Practices 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 also 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 emergency circumstances. Iowa City Physical Therapy will consider all such requests on a case-by-case basis, but the Company is not legally required to accept them.

Concerns and Complaints

If you are concerned that Iowa City Physical Therapy may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your personal health information, please contact our HIPAA Compliance Office at the address listed below. You may also send a written complaint to the US

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Department of Health and Human Services. For further information on Iowa City Physical Therapy's health information practices, or if you have a complaint, please contact the following office: HIPAA Compliance, Iowa City Physical Therapy, 2220 Mormon Trek Blvd, Iowa City, Iowa 52246 or call 319-339-4278.

Patient Bill of Rights

As a patient of Iowa City Physical Therapy (ICPT) you are entitled to:

- Be treated with professional respect and dignity by all ICPT employees at all times.
- Protection of all confidential medical information as outlined in the Uses and Disclosure of Health Information.
- Receive Physical Therapy services within ICPT's "Scope of Service" or to decline such. If your medical needs fall outside ICPT's defined "Scope of Service" or expertise, you are entitled to be referred to an outside provider who can address your medical needs.
- Provision of Physical Therapy services regardless of your age, gender, race, national origin, religion or any other characteristic protected federal non-discrimination law.
- Initial appointment within a reasonable timeframe in accordance with your medical needs following receipt of referral or as otherwise requested by referring physician.
- Loan or replacement of any equipment or device in the event of failure, breakage or questionable performance according to ICPT's "Return/Replacement Policy."

Clinic Hours Notification

- Clinic hours are posted in the clinic for your convenience. A printed copy is available on request.
- Clinic business telephone numbers is located on your clinic appointment card.
- **AFTER HOURS/NON-EMERGENCY:** Call the clinic number on your appointment card and leave a detailed message on the answering machine. The message will be retrieve and responded to as soon as possible at the start of the next business day.