



NOTICE OF PRIVACY PRACTICES

This notice describes the privacy practices of Essential Physical Therapy and Pilates. The providers associated with this practice are Aydan Crandall, MSPT, John Basa, DPT, and Emilie Connor, DPT.

The Purpose of This Notice

Essential Physical Therapy and Pilates is required by law to maintain the privacy of your personal information and to give you this Notice of our privacy practices, our legal duties, and your rights concerning your private health information. Essential Physical Therapy and Pilates must follow the practices described in the Notice as long as this notice is in effect. The Notice will take effect on April 1, 2005 and will remain in effect until it is replaced. Essential Physical Therapy and Pilates reserves the right to revise or change this Notice at any time. Any such revision will affect information we already have about you and any information we receive in the future. If there is any significant change in our privacy practices, this Notice will be changed and the new Notice will be available upon your request. You may request a copy of this Notice at any time.

If you have questions regarding this Notice, or if you wish to receive another copy, please

contact: HIPAA Privacy Officer
Essential Physical Therapy and Pilates
81 River St., Suite 201
Montpelier, VT 05602
(802) 262-1500

Uses and Disclosures of Your Health Information

Essential Physical Therapy and Pilates uses and discloses your personal health information for purposes of treatment, payment and healthcare operations, for example:

Treatment: We may use or disclose your personal health information to a physician or other healthcare provider who is providing treatment to you.

Healthcare Operations: We may use or disclose your personal health care information in connection with the administration of your medical plan, including such operations as claims adjudications, professional review, coordination of benefits with other plans providing coverage, fraud and abuse detection programs, audit services and other administration activities.

Payment: Your medical information may be used or disclosed to determine and remit proper payment for covered services under your medical plan.

Other Disclosures: Essential Physical Therapy and Pilates does not use or disclose your personal health information for marketing purposes, nor does it sell your information for any purpose. Any use of your personal health information for any purpose other than treatment, payment, or healthcare operations or as required by law, will require your written authorization. You may revoke any such authorization at any time.

Disclosure to Health Plan Sponsor: Your personal health information may be disclosed to the sponsor of your group medical plan for the purpose of administering benefits under the plan.

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Worker's Compensation: Essential Physical Therapy and Pilates may provide your personal health information for worker's compensation or similar programs that provide benefits for work related injuries or illnesses.

Your Rights Regarding Health Information About You

You have the following rights regarding the personal health information we maintain about you:

Right to Inspect and Copy: You have the right to inspect and copy your health information that Essential Physical Therapy and Pilates maintains. To inspect and copy your health information, please contact the Privacy Officer in writing at the address given above. If you request a copy of information, we may charge a fee for the cost of copying, mailing, or other supplies needed to fulfill your request.

Right to Amend: If you feel your health information maintained by Essential Physical Therapy and Pilates is incorrect or incomplete, you may ask to amend the information by contacting the HIPAA Privacy Officer at the address or telephone number listed above. You may request an amendment for as long as the information is maintained by Essential Physical Therapy and Pilates. Your request may be denied if it does not include a reason to support the request. In addition, it may be denied if you request to amend information that:

- is not part of the health information maintained by Essential Physical Therapy and Pilates;
- was not created by Essential Physical Therapy and Pilates, unless the person or entity creating the information is no longer available to make the amendment;
- is not part of the information you would be permitted to inspect or copy; or
- the information you seek to amend is accurate and complete.

Right to Accounting and Disclosure: You have the right to request an "accounting of disclosures" if any such disclosure was made for any purpose other than treatment, payment, or healthcare operations. To request an accounting of disclosures, you must submit your request in writing to the HIPAA Privacy Officer at the address listed above. Your request must state a time period, which may not be longer than six (6) years and may not include dates prior to April 1, 2005.

Right to Request Restrictions: You have the right to request a restriction or limitation to the health information we use or disclose about you for treatment, payment or healthcare operations. However, we are not required to agree to your request. Your request to limit or restrict the use of your health information must be made in writing to the HIPAA Privacy Officer at the address listed above. Where possible, we will accommodate all reasonable requests.

Right to a Paper Copy of This Notice: You are entitled to receive a paper copy of the Notice. A request for a copy of the Notice should be made to the HIPAA Privacy Officer at the address or telephone number listed above.

How to File a Complaint: If you believe your privacy rights have been violated by Essential Physical Therapy and Pilates, you may file a written complaint addressed to the HIPAA Privacy Officer at the address listed above. The complaint must be in writing. Or, you may file a complaint with the Secretary of the Department of Health and Human Services. You will not be penalized or retaliated against for filing a complaint.