

## **KORE Physio, PLLC**

Plano, Texas

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### **Notice of Privacy Policies: HIPAA**

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

**Introduction:** KORE Physio, PLLC is committed to treating and using your protected health information in a responsible manner. Federal and state laws require me to maintain the privacy of your protected health information. This Notice of Health Information Practices describes the personal information that I collect, and how and when I use or disclose this information. It also describes your rights as they relate to your protected health information (PHI). This Notice is effective as of April 14, 2003, and applies to all protected health information as defined by federal guidelines and regulations.

**Understanding Your Health Record/Information:** Every time you are treated by KORE Physio, PLLC a typed record of your visit is made. This note contains your symptoms, examination findings, and test results, treatment, and a plan of care for future visits. This information, is referred to as your health or medical record, and it serves as:

- \* Basis for planning your care and treatment,
- \* Means of communication among many healthcare professionals that work as a team to deliver care, \* Legal document described the care you received,
- \* Means by which a third party payer can verify that services billed were actually provided, \* A tool in educating health professionals
- \* A source of information for public health officials charged with improving the health of this state and nation,
- \* A source of data for planning and marketing,
- \* A tool with which I can assess and continually work to improve the care I render and the outcomes I achieve

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy, better understand, who, what, when, where, and why others may access your health information, and make more informed decisions when authorizing disclosures to others.

**Your Health Information Rights:** Although your health record is the physical property of KORE Physio, PLLC, the information belongs to you. You have the right to:

- \* Obtain a copy of this notice of information practices on request,
- \* Inspect and receive a copy of your health record as provided for in 45 CFR 164.524, \* Amend your health record as provided in 45 CFR 164.528,
- \* Obtain an accounting of disclosures of your health information other than for treatment, payment and healthcare operations as provided in 45 CFR 164.528,
- \* Request communications of your health information by alternative means or at alternative locations, \* Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522, and
- \* Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

**KORE Physio, PLLC is required to:**

- \* Maintain the privacy of your health information,
- \* Provide you with this notice as to our legal duties and privacy practices with respect to information that is collected and maintained about you,
- \* Abide by the terms of this notice,
- \* Notify you if I am unable to agree to a requested restriction, and
- \* Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

KORE Physio, PLLC reserves the right to change practices and to make the new provisions effective for all protected health information that is maintained. Should information practices change, KORE Physio, PLLC will mail a revised notice to the address you provided on file, or based on agreement, a copy will be emailed to you.

KORE Physio, PLLC will not use or disclose your health information without your authorization, except as described in this notice. Furthermore, KORE Physio, PLLC will discontinue using/disclosing your health information after written revocation of the authorization according to the procedures included in authorization is received.

Uses and Disclosures of Protected Health Information: KORE Physio, PLLC may use or disclose PHI about you for treatment, payment, and health care operations. Following are examples of types of uses and disclosures that the company is permitted to make.

**KORE Physio, PLLC will disclose health information for treatment.**

Example: Information obtained by the physical therapist or other member of your health care team will be recorded in your record and used to determine the course of treatment that should work best for you. KORE Physio, PLLC will document in your record, your plan of care, treatment and interventions, observations, symptoms, tests, and measurements and your response to treatment.

KORE Physio, PLLC will provide your physician, case manager or subsequent health care provider with copies of various reports that should assist him or her in your treatment and care.

**Notification:** KORE Physio, PLLC may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition. As a means of communication KORE Physio, PLLC may: leave a message on your answering machine or on voicemail, mail you a postcard or written notice, email you, your healthcare provider, or case manager.

**Communication with family:** Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend, or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

**Public Health:** As required by law, KORE Physio, PLLC may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

**Law Enforcement:** KORE Physio, PLLC may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

**On Your Authorization:** You may give KORE Physio, PLLC written authorization to use your PHI or to disclose it to another person and for the purpose you designate. If you give KORE Physio, PLLC the authorization, you may withdraw it in writing at any time. Your withdrawal will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give KORE Physio PLLC a

written authorization, this company cannot use or disclose your PHI for any reason except those described in this notice.

**For More Information or to Report a Problem:**

\* If you have any further questions and would like additional information you may contact KORE Physio, PLLC.

\* If you believe your privacy rights have been violated, you can file a complaint with KORE Physio, PLLC, or with the Office for Civil Rights, U.S. Department of Health and Human Resources. There will be no retaliation for filing a complaint with either the Privacy Officer or the Office for Civil Rights. The address for the Office for Civil Rights is listed below:

Office for Civil Rights  
U.S. Department of Health and Human Services  
200 Independence Avenue, S.W.  
Room 509F, HHH Building  
Washington, D.C. 20201

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that KORE Physio, PLLC has engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.