

## **Notice of Patient Information Practices**

### *TheraPro Legal Duty:*

The Company is required by law to protect the privacy of your personal health information, provide this notice about our practices and follow the information practices that are described herein.

### *Uses and Disclosures of Health Information:*

TheraPro uses your personal health information primarily for treatment, obtaining payment for treatment, conducting internal administrative activities, and in evaluating the quality of care we provide. For example we 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.

TheraPro may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, and for emergencies. We may provide de-identified information for research studies. We may also provide information as required by law.

In any other situations, we are to obtain your written authorization before disclosing your personal health information. If you chose to 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.

TheraPro may change its policy at any time. When changes are made a new Notice of Patient Information Practices will be posted in a common area of our clinic. You may also request an updated copy of the practices at any time.

### *Patients 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 operations except when specifically authorized by you, when required by law or in emergency situations. These requests will be considered on a case-by-case basis, but the Company is not legally required to accept them.

### *Concerns and Complaints:*

If you are concerned that TheraPro 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 clinic director or company owners. You may also send a written complaint to the US Department of Health and Human Services.

**All Patients MUST receive a copy of this form.**