

NOTICE OF PRIVACY 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.

MILESTONE PHYSICAL THERAPY AND TRAINING LLC LEGAL DUTY

Milestone Physical Therapy and Training LLC 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

Milestone Physical Therapy and Training LLC 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, Milestone Physical Therapy and Training LLC 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. Milestone Physical Therapy and Training LLC 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 also provide information when required by law. In any other situation, Milestone Physical Therapy and Training'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. Milestone Physical Therapy and Training LLC 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 clinic. You may also request an updated copy of our Notice of 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. Milestone Physical Therapy and Training LLC 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 Milestone Physical Therapy and Training LLC 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 office directly. You may also send a written complaint to the US Department of Health and Human Services. For further information on Milestone Physical Therapy and Training's LLC health information practices, visit www.milestonephysicaltherapyindy.com. We ask you to sign this acceptance/acknowledgement of our HIPAA Notice of Privacy Practices. We also ask you to sign an Authorization for Release of Information form to assure you that we do indeed live up to our policies. You can request a copy of this form at any time.

3100 Meridian Parke Drive Suite U/V
Greenwood, Indiana 46142
P: (317) 207-7536
F: (317) 468-2493
MilestonePhysicalTherapyIndy.com

Patient Signature: _____ Date: _____