**NOTICE OF INFORMATION PRACTICES**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE READ CAREFULLY.

Each time you visit a hospital, physician, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatments. This information is often referred to as your health or medical records and serves as a:

* Basis of planning your care and treatment
* Means of communicating among the health professionals participating in your care
* Legal document describing the care you received
* Means by which you or a third-party payer can certify that the services billed were actually provided
* A source of information for public health officials charged with improving the health of the nation
* A tool with which we can assess and continually work on to improve that care we deliver and the outcomes we achieve

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

Understanding Your Health Information Rights

Although your health record is the physical property of the healthcare provider, the information belongs to you. You have the right to:

* Request a restriction on certain uses and disclosures of your information (45CFR 164.522)
* Obtain a paper copy of the notice of information practices upon request
* Inspect and obtain a copy of your health record (45CFR 164.524)
* Request to amend your health record (45CFR 164.528)
* Obtain an accounting of disclosures of your health information (45CFR 164.528)
* Request communications of your health information by alternative means or at an alternative location
* Revoke your authorization to use or disclose health information except to the extent that action has already been taken

Our Responsibilities:

We are require to:

* Maintain the privacy of your health information
* Provide you with a notice as to our legal duties and privacy practices with respect to your information
* Abide by the terms of this notice
* Notify you if we are unable to agree to a requested restriction on disclosure or amendment to your record
* Accommodate reasonable requests you may have to communicate health information by alternative means or locations

We reserve the right to change our practices and to make the changes effective for all protected health information we maintain. If our information practices change, we will notify you the next time you come to our office for treatment.

If you have questions and would like additional information, you may contact our Privacy Officer at P.T. Center of Milford, Inc., 17 Armory Rd. Milford, NH 03055. If you believe your privacy rights have been violated, you can file a complaint with the Privacy Officer or with the secretary of Health and Human Services. We will not retaliate if you file a complaint.

Examples of Disclosures for Treatment, Payment and Health Operations

*We will use and disclose your health information for treatment.* For example, information obtained by us and will be recorded in your record and used to determine the course of treatment that should work best for you. Members of your healthcare team will then record the actions they took and their observations. In that way, your physicians and other providers will know how you are responding to treatment. Copies of these records, as well as other reports will be provided to other providers participating in your care to assist them in treating you if you are referred to them for consultation.

*We will use and disclose your health information for payment.* For example, a bill may be sent to your third party payer. The information on, or accompanying, the bill may include information that identifies you, as well as your diagnosis, procedures and supplies used. Additionally, we may be required to forward additional information to substantiate medical necessity of the care delivered and that the care for which the claim was submitted, was actually delivered. Further, we may disclose health information to the extent authorized and to the extent necessary to comply with workers compensation or other similar programs established by law.