



St. Charles Sports & Physical Therapy

Member of Rehab 1 Network

NOTICE OF PATIENT INFORMATION PRACTICES

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

Rehab1 Network And ITS AFFILIATED OFFICE(S) LEGAL DUTY

The Rehab1 Network and/or its affiliated office(s) are required by law to protect the privacy of you personal health information, provide this notice about our information practices that are described herein.

USES AND DISCLOSURES OF HEALTH INFORMATION

Rehab1 Network and/or its affiliated office(s) 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, Rehab1 Network and/or its affiliated office(s) 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.

Rehab1 Network and/or its affiliated office(s) may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law.

In any other situation, Rehab1 Network and/or its affiliated office(s)' policy is to obtain your written authorization before disclosing your personal health information. If you provide us with a written authorization to release you information for any reason, you may later revoke that authorization to stop future disclosures at any time.

Rehab1 Network and/or its affiliated office(s) may change its policy at any time. When changes are made, a new Notice of Patient Information Practices will be posted in the waiting room and patient exam areas and will be provided to you on your next visit. You may also request an updated copy of our Notice of Patient 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. All such requests must be made in writing to the affiliated office(s)' Privacy Office or Office Manager.

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. Rehab1 Network and/or its affiliated office(s) will consider all such requests on a case-by-case basis, but the St. Louis Physical Therapy & Rehabilitation Network and/or its affiliated office(s) is/are not legally required to accept them.

CONCERNS AND COMPLAINTS

If you are concerned the Rehab1 Network and/or its affiliated office(s) 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 Privacy Officer at the address listed below. You may also send a written complaint to the US Department of Health and Human Services. Further, The Rehab1 Network and/or its affiliated office(s) will not tolerate any retaliatory acts against employees or patients who file a complaint with the Department of Health and Human Services secretary, participate or testify in an investigation or verbally oppose any actions taken by the Rehab1 Network and/or its affiliated office(s) that are unlawful under HIPAA Administrative Simplification.

For further information on the Rehab1 Network and/or its affiliated office(s)' health information practices or if you have a complaint, please contact the following person:

*Dana Nallon, Privacy Officer
St. Charles Sports & Physical Therapy
1840 Zumbahl Rd
St. Charles, Missouri 63303
Telephone: 636.947.7678
Fax: 636.947.4350*

*Amy Brooner, P.T., A.T.C
Network HIPAA Compliance Officer
#78 Kenrick Plaza
St. Louis, Missouri 63119
Telephone: 314.966.3500
Fax: 314.996.3501*