



ADVENT THERAPY

Physical • Occupational • Speech Therapy

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Patient Notice of Privacy Practices

Introduction

At Advent Therapy, we are committed to treating and protecting health information about you. This Patient Notice of Privacy describes the health information we collect and shows how and when we use or share that information. This notice is effective January 1, 2017 and applies to all protected health information as defined by federal laws. Your personal medical information is called Protected Health Information or “PHI”.

Understand Your Health Record/ Information

Each time you visit Advent Therapy, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnosis, treatment, and a plan for future care or treatment. This information is often referred to as your health or medical record.

Your Rights

Although your health record is the physical property of Advent Therapy, the information belongs to you.

You have the right to:

- Obtain a copy of this notice of privacy practices upon request.
- Inspect and copy your health record.
- Request changes to your health record.
- Obtain a list of who your PHI was shared with.
- Request specific modes of communication for your PHI.
(ex: you may want us to call you at work vs. home).
- Request a restriction on certain uses and sharing of your information.
- Revoke your permission for use of your PHI except to the extent that action has already been taken.

Our Responsibilities

As a healthcare provider Advent Therapy is dedicated to:

- Maintaining the privacy of your PHI.
- Providing you a copy of our privacy policy as notice as our legal duties and privacy practices with respect to PHI we collect.
- Abide by the terms of this notice.
- Notify you if we are unable to agree to a requested restriction.

We reserve the right to change our practices and to make the new provisions effective for all PHI we maintain. We will not use or share your PHI without permission, except as described in this notice.

Use and Sharing of PHI for Treatment, Payment and Health Operations

The law allows us to use your PHI without your permission for treatment, payment and business operations. The following are some examples: patient billing, third party billing, quality of care and improved services, other specialty care, caregiver/family member notification/communication, research, marketing, fund raising, Workers Compensation, law enforcement, and public health.

Federal law makes provision for your PHI 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 we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

For more information or to report a problem:

If you have any questions and would like additional information or you believe your privacy rights have been violated, you can file a complaint with the Office of Civil Rights, US Department of Health and Human Resources. There will be no retaliation for filing a complaint with either parties. The address for the OCR is listed below:

Office for Civil Rights
200 Independence Avenue, S.W.
Room 509F, HHH Building
Washington, DC 20201