



Almaden Physical Therapy
6489 Camden Ave. Ste 109, San Jose, CA 95120
Phone: (408) 268-0600 Fax: (408) 268-0602

NOTICE OF PATIENT INFORMATION PRACTICES

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

LEGAL DUTY

Almaden Physical Therapy is required by law to protect the privacy of your personal information, provide this notice of our information practices, and follow the information practices that are described herein.

USES AND DISCLOSURES OF HEALTH INFORMATION

Almaden Physical Therapy will use 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, Almaden Physical Therapy may use your personal health information to contact you to provide appointment reminders, information about treatment alternatives, or other health related benefits that could be of interest to you.

Almaden Physical Therapy may also use or disclose your personal information without prior authorization for public health purposes, and for emergencies. We also provide information when required by law.

In any situation, Almaden Physical Therapy's policy is to obtain written authorization before disclosing your personal health information. If you provide us with a written authorization to release information for any reason, you may later revoke that authorization to stop future disclosures at any time.

Almaden Physical Therapy may change its policy at any time. When changes are made, a new Notice of Information Practices will be posted in the waiting room, patient exam areas, and will be provided to you on your next visit. 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 in your records. You also have the right to request a list of instances where we have disclosed your personal information for reasons other than treatment, payment, or other related administrative purposes. You may also request in writing that we do 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. Almaden Physical Therapy will consider all such requests on a case by case basis, but the practice is not legally required to accept them.

CONCERNS AND COMPLAINTS

If you are concerned that Almaden Physical Therapy 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 practice manager at the address below.

For further information on Almaden Physical Therapy health information practices, or if you have a complaint, please contact the following person:

Supriya Maniar
Almaden Physical Therapy
6489 Camden Ave. Ste 109
San Jose, CA 95120

Patient Signature: _____ Date: _____