

Ergo-Rehab

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.

ERGO-REHAB'S LEGAL DUTY

ERGO-REHAB is required by law to protect the privacy of your personal health information, provide this notice about our practices and follow the information practices that are described herein.

USES AND DISCLOSURES OF HEALTH INFORMATION

ERGO-REHAB 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, ERGO-REHAB 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. ERGO-REHAB 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, ERGO-REHAB'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. ERGO-REHAB may change its policy at any time. When changes are made, a new Notice of 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 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. ERGO-REHAB 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 ERGO-REHAB 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 listed below. You may also send a written complaint to the US Department of Health and Human Services. For further information on ERGO-REHAB's health information practices or if you have a complaint, please contact the following person:

*ERGO-REHAB
Office Administrator
39201 State Street
2675 Stevenson Blvd.
Fremont, CA 94538
tel: 510-791-5521
info@ergo-rehab.com*

SUCCESS WITH PHYSICAL THERAPY

APPOINTMENTS: We assume you will attend all your Physical Therapy appointments, arriving on a timely basis. Your Physical Therapy appointment will typically take 1 hour unless we notify you of longer times. Every attempt is made to run on time. Therefore, it is important for you to arrive for your appointments on time. The success of Physical Therapy depends upon consistent attendance of your visits and at the prescribed frequency and duration.

PHYSICIAN APPOINTMENTS: It is very important that you attend all of your physician appointments as our Therapists and your referring Physician work closely together. Please be sure to inform your Therapist when you have a doctor appointment scheduled so they have time to send a progress note to notify your doctor how you are doing.

ABSENCE In order to assist in your rehabilitation, we feel you must attend scheduled appointments. If two appointments are missed without a reasonable explanation, you are notified of the termination of Therapy. With workers compensation patients, employers and insurance adjusters are also notified of missed appointments.

CHILDCARE: No childcare is provided at this facility. Children may stay in the waiting area with supervision.

CELLULAR PHONES/2 WAY RADIOS: Please turn off these devices when in the Therapy department. Cellular phones and 2 way radios interfere with sensitive therapy equipment. Furthermore, as a courtesy to other patients and the Therapists, any calls should be conducted outside of the building.

I acknowledge that I have read and understand the above policy:

Signed: _____ Date: _____