

Notice of Health Information Practices

Please read this notice carefully and if you have any questions, please ask. This information will inform you on how your personal information may be used and disclosed and also how you can get access to your own personal information.

Understanding Your Health Record/Information

Each time you visit Colorado Physical Therapy Institute P.C. a record of your visit is made. This record contains your symptom, examination and test results, diagnosis, treatment, and a plan for future care or treatment. This information often referred to as your health or medical record serves as a:

- Basis for planning your treatment
- Means of communication among the many health professionals who contribute to your care
- Legal documents describing the care you received
- Means by which you or a third-party payer can verify that services billed were actually provided
- A tool in educating health professionals
- A source of data for medical research
- A source of information for public health officials charged with improving the health of the nation.
- A source of data for facility planning and marketing
- A tool with which we assess and continually work to improve the care we render and the outcomes we achieve
- Understanding what is in your record and how your health information is used helps you to:
- Ensure its accuracy
- Better understand who, what, when, where, and why others may access your health Information. Make more information decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of Colorado Physical Therapy Institute P.C. that complied, the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information
- Obtain a copy of the notice of information practices upon request
- Inspect and obtain a copy of your health record
- Amend your health record
- Revoke your authorization to use or disclose health information except to the extent action has already been taken

Our Responsibilities

Colorado Physical Therapy Institute P.C. is required to:

- Maintain the privacy of your health information
- Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you'
- Abide by the terms of this notice
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have communicate health information by alternative means of at alternative locations.

For more Information or to Report a Problem

If you have questions and would like additional information, you may contact Roger Rettig at 303-460-9129. If you would like to read the entire Notice of Health Information Practices please ask the front office and they can provide you with it.

If you believe your privacy rights have been violated at Colorado Physical Therapy Institute P.C., you can file a complaint with Roger Rettig or with the secretary of Health and Human Services. There will be no retaliation for filing a complaint.