



## NOTICE OF HEALTH INFORMATION PRIVACY PRACTICES

Trainingzone is responsible for ensuring the privacy of your health information, as guaranteed by law. We have made your confidentiality a priority. Each time you visit Trainingzone, the document for the session may include your symptoms, results of physical tests, treatment, and plan of care. Your records act as a crux for planning, treatment, legal documentation, billing documentation, quality improvement, and communication with other health care professionals and third party payers.

It is important for you to know what is in your medical records and how they can be used. Primarily, information gleaned from your initial evaluation (personal history, physical examination, etc.) will be used to plan your treatment. Daily treatment notes will include your symptoms, objective findings, the treatment provided, an assessment of how you are responding to treatment, and the plan of care. This information may be shared with other health care professionals who are assisting in your care. Your records may be also received by members of a quality assurance team. Independent business associates, such as accountants, lawyers, or billing professionals, may have access to your records to perform specified services. These professionals are asked to sign an agreement that protects your information.

Your records may be shared with insurance companies or worker compensation programs for reimbursement purposes. Other reasons your records may be shared include, but are not limited to:

- ? To avoid a serious health or safety danger
- ? If it is required by law to comply with federal or state law to report neglect or a criminal act
- ? Law enforcement--examples include responding to subpoena, warrant, or court order
- ? Administrative or legal proceedings-- if you are involved in a court proceeding, your records may be disclosed. If your authorization cannot be received, a court order protecting your information will be requested.

Your records are the physical property of Trainingzone, but the information belongs to you. You have the right to:

- ? Get a copy upon request
- ? Inspect your records
- ? Ask for a restriction on certain uses of your information
- ? Ask to amend your record
- ? Find out where and when your records have been sent, with the exception of routine transactions, such as such as disclosures for treatment, payment, and health care operations.

If you believe that your rights have been violated, you have the right to file a written complaint with the Secretary of Health and Human Services, 200 Independence Ave., S. W. Washington, D. C. 20201.