



Notice of privacy practices regarding protected health information about you may be used and disclosed and how you can get access to this information.

Please review this document carefully

Raise the Bar Therapy Services, LLC (RTBTS) is required by law to maintain the privacy of your Protected Health Information (PHI) and to provide you with notice of its legal duties and privacy practices with respect to you PHI. If you have questions about any part of this notice or if you want more information about the privacy practices at RTBTS, please us at:

18676 US-17N

Hampstead, NC 28443

Effective date of this notice: _____

I. How RTBTS May use or disclose your PHI:

RTBTS collects your health information and stores in in the computer. This serves as your medical record. The medical record is the property of RTBTS but the information contained within belongs to you. RTBTS protects your PHI for the following purposes:

1. Evaluation and Treatment: RTBTS will use and disclose your PHI while providing your healthcare in coordination with the referring provider. That information us used to determine your course of treatment that is best for you. The evaluating therapist will initial assessment and then other members of your therapy team will have access to document in your record as they are following the plan of care (POC).
2. Payment: RTBTS will use and disclose your PHI to obtain or provide compensation or reimbursement for providing your health care services. RTBTS will remit a bill to your insurance provider or health plan and the information will include identifying information, diagnostic codes, planned treatment regimen, and possible supplies to be utilized. This information may be disclosed in order to assist in determining your eligibility for payment of services.
3. Regular Healthcare Operations: You PHI will be used to manage administrative aspects of your care such as to assess the quality of care and outcome measures in your case, in order to improve the provision of care.

4. Public Health: As required by law, RTBTS may disclose your PHI to public health authorities for purposes related to disease control, injury or disability, child abuse or neglect, or the reporting of domestic violence.
5. Required by Law: RTBTS may use and disclose your PHI as required by law.
6. Worker's Compensation: RTBTS may disclose your PHI as necessary to comply with Worker's Compensation Laws.
7. Law Enforcement: RTBTS may disclose your PHI to a law enforcement official for purposes of identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.
8. Business Associates: RTBTS may grant access of your PHI to business associates in order to have them perform a business function, however those associates must uphold the same requirement of privacy as RTBTS.
9. Notification/Familial Communication: RTBTS may communicate and disclose PHI to your family with your consent, in regard to your location, general condition and your therapeutic needs. If you are unavailable to agree or object, our healthcare professional will use their best judgment in communication with your family and others.
10. Research: healthcare review boards will sometimes request information for educational purposes and this will be provided after receiving approval by an Institutional Review Board.
11. Public Safety: RTBTS may disclose your PHI to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.
12. Health Oversight Activities: RTBTS may disclose your PHI to health agencies during the course of audits, investigations, inspections, licensure survey and other such proceedings.
13. Judicial Proceedings: RTBTS may disclose your PHI in the course of any administrative or judicial proceedings as required by law.
14. Change of Ownership: IN the event that RTBTS is sold or merged with another organization, your PHI will become the property of the new owner.

15. Marketing/Scheduling: RTBTS may contact you regarding upcoming appointments and/or any opportunities that may be of interest to you.

II. **Raise The Bar Therapy Services May Not Use or Disclose Your Protected Health Information** except as described above, will not do so unless authorized with your written consent. If you authorize disclosure for any other purpose than that which is written above, you reserve the right to revoke it in writing at any time.

III. **PHI Rights:**

1. Although you have the right to request restrictions on certain uses and disclosures of your PHI, RTBTS is not required to agree to those restrictions as governed by law.
2. You have the right to receive your PHI through whatever means you deem acceptable, for example to be contacted at a certain location, but this request must be made in writing.
3. You may review and copy your PHI after submitting our request in writing to the address below through the owner of the company. If you request a copy of your PHI, RTBTS may charge you a fee for the cost of the copying, mailing, and supplies utilized.
4. You have the right to request that RTBTS amend your PHI if incorrect or incomplete, however, RTBTS is not required to change your PHI and will provide you with information about the denial and how you can appeal it.
5. You have the right to receive an account of disclosures of your PHI made by RTBTS except those which RTBTS does not have to account for as described in Section I of this Notice of Privacy Practices. (Treatment, Payment, Healthcare Operations, and Business Associates).
6. You have a right to a paper copy of this Notice of Privacy Practices.

IV. **Changes to this Notice of Privacy Practices**

RTBTS reserves the right to change this notice or add amendments at any time in the future, to make new provisions effective for all the information that it maintains including the information that was created or received prior to the date of the amendment. Until such amendments are made, RTBTS is required by law to comply with this Notice.

V. **Complaints**

Complaints about the above Privacy Practices or how RTBTS handles your PHI should be directed to the main office at 16579 Highway 17 Hampstead, NC 28443
Phone: 910-821-1700.

If you are not satisfied with the manner in which the office handles a complaint you may submit a formal complaint to: Department of Health and Human Services, Office of Human Rights Hubert H. Humphrey Building, 200 Independence Ave SW, Room 509F HHH Building Washington, DC 20201. OR you may also address your complaint to the Regional Office for Civil Rights and the list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>.