



Direct Physical Therapy, LLC

This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully and if you would like a copy, please ask.

Introduction

At Direct Physical Therapy, LLC we are committed to treating and using protected health information about you responsibly. This Notice of Health Information Practices describes the personal information we collect, and how and when we use or disclose that information. Also, it describes your rights as they relate to your protected health information. This Notice is effective March 31st 2003 and applies to all protected health information as defined by federal regulation.

Uses and Disclosures

The following are examples of ways we use your health information.

1. We use your health information to document and plan treatment, progress, planning, etc.
2. We use your health information for payment. For instance, we need to send health information including procedures done and diagnoses to your insurance company.
3. We use your health information for regular health operations. For example, we may choose your medical record for an internal audit to improve our quality and effectiveness of care.
4. There are several services provided in our organization through contacts with business associates. Examples include orthotic fabrication/ tens unit issuing and billing services.
5. We may use or disclose information to notify or assist in notifying a family member, personal representative or other person responsible for your care, your location and general condition.

The following are examples of other purposes for which Direct Physical Therapy, LLC is permitted or required to disclose confidential information without the individual's written authorization.

1. Uses and disclosures for public health activities
2. Reporting victims of abuse, neglect or domestic violence
3. Disclosures for judicial and administrative proceedings
4. Disclosures for law enforcement purposes
5. Disclosures to avert a serious threat to health or safety
6. Uses and disclosure for specialized government functions

Separate Statements for certain use of disclosures

Direct Physical Therapy, LLC may contact patients with appointment reminders, requests for the patient to contact Direct Physical Therapy, LLC for appointments, notices and letters concerning medical findings. Contact may be made by phone voicemail and/or text message. Direct Physical Therapy, LLC may contact the patient about treatment alternatives or other health related benefits and services that may be of interest to the individual.



Individual Rights

Although your health record is the physical property of Direct Physical Therapy, LLC, the information belongs to you.

1. The right to request restrictions on certain uses and disclosures of your information
2. The right to revoke your authorization to use or disclose health information except to the extent that action has already been taken
3. The right to receive confidential communication
4. The right to obtain a copy or inspect your health information
5. The right to amend protected health information
6. The right to receive an accounting of disclosures of protected health information

Direct Physical Therapy Rights

1. Direct Physical Therapy has 30 days with which to comply with a patients' request to review or copy their health information. Direct Physical Therapy is allowed an additional 30 days if the record is off site. Direct Physical Therapy may charge a fee for copying the health record.
2. The therapists have the right to review the record and remove any information that they deem to be harmful to either the patient or to another therapist
3. The Direct Physical Therapy staff will supervise the patient during any review of the record. Supervision is allowed and required to prevent the removal or altering of the medial record. Direct Physical Therapy will charge staff time for this service.

Direct Physical Therapy, LLC Therapist's Duties

1. Direct Physical Therapy is required by law to maintain the privacy of confidential information and provide individuals with notice of its legal duties and privacy practices with respect to such information.
2. Direct Physical Therapy is required to abide by the terms of this Notice
3. Direct Physical Therapy reserves the right to change the terms of its Notice and to make the new Notice provisions effective for all confidential information that it maintains. Revisions to the Notice will be posted in the patient waiting area.

Complaints

Individuals may complain to Direct Physical Therapy's owner in writing to the below address. Also, you may contact the Secretary of the US Department of Health and Human Services at 200 Independence Ave., S.W., Room 509F, HHH Building, Washington DC 20201.

20975 Highway 62, Suite A Shady Cove, OR 97539 (541) 941-5170 www.directphysicaltherapy.com

Effective Date of this Notice is April 15, 2003; updated March 15, 2026