**LAUREN H COLLINS, MPT,CLT**

**NOTICE OF PRIVACY POLICY**

Dear Patient,

Our office protects the confidentiality of health information by keeping medical records in a highly sophisticated electronic medical record system. We do not reveal personal or medical information unless authorization is given by the patient. Federal and state laws also attempt to ensure the confidentiality of this sensitive information.

The federal government has published regulations designed to protect the privacy of your health information. These regulations (HIPAA) protect health information that is maintained by physicians, hospitals, health care plans and other health industry entities. Every time you are seen by a health care provider, admitted to a hospital, fill a prescription, or send a claim to a health plan, the providers of service will need to abide by these privacy regulations. All health information, including paper records, oral communications, and electronic formats (such as e-mail) are protected by HIPAA.

Our offices take every precaution to safeguard your personal information as outlined above. Our employees are trained to implement all HIPAA privacy rules and regulations. Our computers are equipped to comply with strict HIPAA security measures. All patients have the right to access their medical records. Please feel free to call our privacy officer, Lauren Collins (313-550-6367), with any questions about these rights or how we protect your personal information.

Please sign below to acknowledge that you have received this notice from our office and that you authorize this office to use the insurance, health, and personal information you provide us to facilitate payment of services, coordinate medical care or pursue any outstanding debt for non-payment of services provided. Your signature also acknowledges that a copy of this notice will be kept in your permanent record.

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|  **Patient/Guardian signature** |  | **Date** |

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| --- | --- |
| **Patient/Guardian Printed Name:** |  |