

## NOTICE OF PRIVACY PRACTICES

Dear Patient,

Advanced Training and Rehab has always protected the confidentiality of health information by sealing medical records away in file cabinets and refusing to reveal your health information without your consent. Now state and federal laws also attempt to ensure the confidentiality of this sensitive information. This Notice of Privacy Practices will inform you of our privacy practices and your rights:

1. All staff has been trained to maintain confidentiality of your medical records.
2. If you are a parent or guardian of a minor, you have a right to the health record of the minor.
3. You have the right to limit who among family has access to your record by telling us who can receive such information by listing their name(s) / relationship below:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
4. The law allows us to use your patient information for treatment, payment and administrative purposes without your consent.
5. You have a right to your medical record at any time by filling out a form available from the receptionist.
6. The law does allow treating staff to discuss your treatment without your consent.
7. Your record is safeguarded from exposure to casual workers entering the office such as delivery and service personnel.
8. We will make every effort to ensure a confidential space for sensitive conversations between you and our staff.

These rules are to ensure your privacy while under our care. If you have any concern about this Notice of Privacy Practices please contact Jim Hofman, our designated privacy officer at 314-434-6060.

Thank you for choosing Advanced Training and Rehab for your Physical Therapy needs.

SIGNATURE \_\_\_\_\_  
Patient OR parent/guardian of minor child if under 18

DATE \_\_\_\_\_