

# **+SportsPlus**

**Sports Medicine and Physical Therapy Center**

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU MAY GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

SportsPlus Sports Medicine and Physical Therapy Center, Inc. is required by applicable federal and state law to maintain the privacy of your health information. SportsPlus is also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. SportsPlus must follow the privacy practices described in this Notice while it is effect. This Notice takes effect April 14, 2003 and will remain in effect until we replace it.

SportsPlus reserves the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. SportsPlus reserves the right to make changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before the changes. Before SportsPlus makes any significant change in our privacy practices, SportsPlus will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

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## **USES AND DISCLOSURES OF HEALTH INFORMATION**

SportsPlus may use and disclose health information about you for treatment, payment, and healthcare operations.

For example:

- **Treatment:** SportsPlus may use or disclose your health information in order to provide medically necessary treatment and to coordinate treatment with other healthcare providers.
- **Payment:** SportsPlus may use your healthcare information to obtain payment for services that we provide to you.
- **Healthcare Operations:** SportsPlus may use and/or disclose your healthcare information in connection with our healthcare operations. Healthcare operations include, but may not be limited to, quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditations, certifications, licensing and credentialing activities.
- **Your Authorization:** In addition to our use of your healthcare information for treatment, payment, and/or healthcare operations, you may give SportsPlus written authorization to use your healthcare information or to disclose it to anyone for any purpose. If you give SportsPlus this authorization, you may revoke it in writing at any time. Your revocation will not affect any use of disclosure permitted by your authorization while it was in effect. Unless you give SportsPlus a written authorization, SportsPlus cannot use or disclose your health information for any reason except those described in this Notice.
- **Workers' Compensation:** SportsPlus may release your healthcare information as authorized by law for workers' compensation or similar programs that provide benefits for work-related injuries or illness.
- **To Your Family or Friends:** SportsPlus must disclose your healthcare information to you, as described in the Patient Rights section of this Notice. SportsPlus may disclose your healthcare information to a family member, friend or other person to the extent necessary to assist with delivery of your healthcare services and payment for such services, but only if you agree that SportsPlus may do so.
- **Persons Involved in Care:** SportsPlus may use and/or disclose your healthcare information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, your location, your general condition, or death. If you are present, then prior to use and/or disclosure of your healthcare information, SportsPlus will provide you with an opportunity to object to such uses and/or disclosures. In the event of your incapacity or emergency circumstances, SportsPlus will use and/or disclose your healthcare information based on a determination using our professional judgment disclosing only healthcare information that is directly relevant to the person's involvement in your immediate care. SportsPlus will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, or other similar forms of health information.
- **Marketing Health Related Services:** SportsPlus will not use your healthcare information for marketing purposes without your written authorization.
- **Required by Law:** SportsPlus may use and/or disclose your healthcare information when we are required to do so by law.
- **Abuse or Neglect:** SportsPlus may disclose your healthcare information to appropriate authorities if we reasonably believe that you are a possible victim or abuse, neglect, and/or domestic violence or the possible victim of other crimes. SportsPlus may disclose your healthcare information to the extent necessary to avert a serious threat to your health and/or safety or the health and/or safety of others.
- **National Security:** SportsPlus may disclose the healthcare information of Armed Forces personnel to military authorities under certain circumstances. SportsPlus may disclose to authorized federal officials health information required for lawful intelligence, counter intelligence, and/or other national security activities. SportsPlus may disclose to correctional institutions or law enforcement officials having lawful custody of protected healthcare information of an inmate or person under certain circumstances.
- **Appointment Reminders:** SportsPlus may use and/or disclose your healthcare information to provide you with appointment reminders, such as voice mail messages, postcards, letters, and emails.

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## PATIENT RIGHTS

**Access:** You have the right to view or obtain copies of your healthcare information, with limited exceptions. You may request that SportsPlus provide copies in a format other than photocopies. SportsPlus will use the format your request unless we cannot practically do so. You must make a request in writing to obtain access to your healthcare information. You may obtain the appropriate request form by using the contact information listed at the end of this Notice. SportsPlus will charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending SportsPlus a letter to the address at the end of this Notice. If you request copies, you will be charged a fee to locate and copy your healthcare information, and postage if you request the copies be mailed to you. If you request an alternative format, SportsPlus will prepare a summary or explanation of your healthcare information for a fee. Contact SportsPlus by using the information listed at the end of this Notice for a full explanation of our fee structure.

**Disclosure Accounting:** You have the right to request a list of instances in which SportsPlus or our business associates disclose your healthcare information for purposes other than treatment, payment, healthcare operations, and certain other activities, for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, SportsPlus may charge you a reasonable, cost-based fee for responding to these additional requests.

**Restrictions:** You have the right to request that SportsPlus place additional restrictions on our use and/or disclosure of your healthcare information. SportsPlus is not required by law to agree to these additional restrictions, but if we do, SportsPlus will abide by our agreement (except in the event of medical emergency).

**Alternative Communication:** You have the right to request that SportsPlus communicate with you about your healthcare information by alternative means or to alternative locations. You must make this request in writing. Your request must specify the alternate means and/or location and provide satisfactory explanation how payments will be handled under the alternate means and/or location.

**Amendment:** You have the right to request that SportsPlus amend your healthcare information. Your request must be made in writing and must explain why this information should be amended. SportsPlus may deny requests under certain circumstances.

**Electronic Notices:** If you receive this Notice on our website or electronic mail (email), you are entitled to receive this Notice in written form.

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## QUESTIONS AND COMPLAINTS

If you want additional information about our privacy practices or have questions or concerns, please contact us at:

Megan Gonzalez  
SportsPlus Sports Medicine and Physical Therapy Center, Inc.  
32 East Main Street  
PO Box 474  
Marshalltown, IA 50158  
(641) 753-6636  
Fax: (641) 753-1005  
[www.sportsplustherapy.com](http://www.sportsplustherapy.com)

If you are concerned that SportsPlus may have violated your privacy rights, or you disagree with a decision we made regarding access to your healthcare information or in response to a request to amend or restrict the use and/or disclosure of your healthcare information, or to have us communicate with you by alternative means or at alternative locations, you may file a complaint using the contact information listed above. You may also submit a written complaint to the US Department of Health and Human Services. SportsPlus will provide you with the address to file your complaint with the US Department of Health and Human Services upon request.

SportsPlus supports your right to the privacy of your healthcare information. SportsPlus will not retaliate in any way if you choose to file a complaint with us or with the US Department of Health and Human Services.