

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW CAREFULLY.

For Treatment: We may use medical information about you to provide you with medical treatment or services. **For Payment:** We may use and disclose medical information about you so that the treatment and services you receive at our practice may be billed to and payment may be collected from you, an insurance company, or a third party. **For Health Care Operations:** We may use and disclose health information about you for operations of our health care practice. **For Individuals Involved in Your Care or Payment for Your Care:** We may release medical information about you to a friend or family member who is involved in your medical care. **For Health-Related Services and Treatment Alternatives:** We may use and disclose health information to tell you about health-related services or recommend possible treatment options or alternatives that may be of interest to you. **As Required By Law:** We will disclose medical information about you when required to do so by federal, state, or local law. **To Avert a Serious Threat to Health or Safety:** We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. **For Military and Veterans:** If you are a member of the armed forces, we may release medical information about you as required by military command authorities. **For Worker's Compensation:** We may release medical information about you for workers compensation or similar programs. **For Public Health Risks:** We may release medical information about you for public health activities. **For Health Oversight Activities:** We may disclose medical information to a health oversight agency for activities authorized by law. **For Lawsuits and Disputes:** If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. **For Law Enforcement:** We may release medical information if asked to do so by law enforcement officials. **For Coroners, Medical Examiners, and Funeral Directors:** We may release medical information to a coroner or medical examiner. **For National Security and Intelligence Activities:** We may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law. **For Protective Services for the President and Others:** We may disclose medical information about you to authorized federal officials so they may provide protection to the president, other authorized persons or foreign heads of state or conduct special investigations.

YOUR RIGHTS REGARDING YOUR MEDICAL INFORMATION

YOUR RIGHT TO INSPECT AND COPY: To inspect and copy of your medical information, you must submit your request in writing. We may deny your request to inspect and copy, in limited circumstances. If you are denied access to medical information, you may request in writing that the denial be reviewed. **Your Right to Amend:** If you feel that medical information we have about you is incorrect or incomplete, you may request an amendment in writing. Your request may be denied if you do not include a reason to support the request. **Your Right to an Accounting of Disclosures:** You have the right to request in writing, a list accounting for any disclosures of your medical information we have made, except for uses and disclosures for treatment, payment, and health care operations, as previously described. **Your Right to Request Restrictions:** You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment, or health care operations. **We are not required to agree to your request.** **Your Right to Request Confidential Communications:** You have the right to request in writing that we communicate with you about medical matters in a certain way or at a certain location. **Your Right to a Paper Copy of This Notice:** You have the right to a paper copy of this notice at any time.

Changes to this Notice: We reserve the right to change this notice and will post the current notice in our facility.

Complaints: If you believe your privacy rights have been violated, you may file a complaint with the practice or with the Secretary of the Department of Health and Human Services.

Other Uses of Medical Information: Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

By my signature below I acknowledge receipt of a copy of the Notice of Privacy Practices

Patient or Personal Representative Signature

Date

Office Policy

CONSENT FOR CARE & TREATMENT OF PATIENT: Your therapist will complete an evaluation by examination and interview. Your individual treatment will be designed. A variety of treatment techniques may be used. I, the undersigned, do hereby agree and give my consent for **California Rehabilitation** to furnish the therapeutic care and treatment considered necessary and proper in evaluating or treating my condition.

CONSENT FOR TREATMENT OF A MINOR: As parent and/or legal guardian, I authorize **California Rehabilitation** to treat the patient (a minor) named in the attached forms while I am not present.

ASSIGNMENT OF INSURANCE BENEFITS: I hereby authorize **California Rehabilitation** to furnish information to the insurance carriers concerning this treatment and I hereby assign all payment for services rendered.

FINANCIAL POLICY: We bill your personal insurance carrier solely as a courtesy to you. **You are responsible for your bill.** Your co-pay is due at the time of service. In the event that your insurance company requests a refund of payments to us, you may be responsible for the amount of money refunded to your insurance company. If the insurance company makes payment directly to you for services billed by us, you recognize an obligation to promptly remit the payment(s) to us. If formal collection procedures become necessary you will be responsible for additional costs incurred. Your insurance benefits as quoted to us by your insurance carrier have been reviewed with you. We assume no liability for any errors made by your insurance carrier in this quotation. We have reviewed these benefits with you and you agree to pay your portion of this bill.

Auto Accidents: We can bill your auto insurance if you have "Med-Pay" on your policy or we can have you complete a lien and present that to your attorney. Full payment is due no later than thirty days after a settlement is made.

Returned Checks: Our office charges \$25 for all checks returned by your bank.

California Rehabilitation does not discriminate against any person on the basis of race, color, national origin, disability, or age, in admission, treatment, or participation in its programs, services, and activities, or in employment. For further information about this policy contact:

California Rehabilitation
Cindy Tyree
209-578-3290

The above information has been read.

I UNDERSTAND MY RESPONSIBILITY FOR THE PAYMENT OF MY ACCOUNT.

Patient or Personal Representative Signature

Date