

# Drahos Physical Therapy LLC

## NOTICE OF PRIVACY PRACTICES/INFORMATION POLICIES

This notice describes how your health information may be used and disclosed and how you can access this information. Drahos Physical Therapy LLC will always keep your health information secure and private.

We are required by law to maintain the privacy and security of your protected health information (PHI). We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.

### Changes to the Terms of This Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request and on our website.

- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- For more information see:  
**[www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html)**

Ways in which your confidential information may be used or disclosed without your authorization:

- The law permits us to disclose information to those involved in your treatment.
  - We may use or disclose your health information to another health care provider on your multidisciplinary team (primary care physician, gynecologist, urologist, orthopedist, etc) who is providing treatment to you for: the provision, coordination, or management of health care or related services by health care providers, consultation between health care providers relating to the patient, the referral of a patient for health care from one health care provider to another or to recall information.
- We may disclose your information for billing purposes, gaining insurance information or benefits information and payment for services.
  - This may include: billing and collection activities and related data processing, actions by a health plan or insurer to obtain premiums or fulfill its responsibilities for coverage and provision of benefits under its health plan or insurance agreement including determinations of eligibility or coverage or adjudication or subrogation of health benefit claims, medical necessity and appropriateness of care reviews, and utilization of review activities.
- Your healthcare information may be used during normal healthcare operations.
  - As of 12/1/2021, Dr. Colleen Drahos PT, DPT is the sole owner and employee of Drahos Physical Therapy LLC. There are no other employees to which information would be shared or relayed in any matter. If you are contacting Dr. Colleen Drahos via phone, text or email (directly or through the website [www.drahospt.com](http://www.drahospt.com)) she is the only individual who has access to those messages.

- Drahos Physical Therapy LLC utilizes encrypted email services (ProtonMail), a Virtual Private Network (SurfShark VPN) and HIPAA compliant workspaces and communication avenues (SR Fax to communicate with other health care providers) to maintain the privacy of PHI at all times.
- **Texting is not a HIPAA compliant form of communication at this time. E-mail is encrypted and HIPAA compliant and is the recommended method for communicating any PHI between sessions.**
- We may use your information to contact you, to call, text or email you to remind you of your appointments, for scheduling purposes or to inform you of your insurance benefits. This may involve leaving messages on a voicemail or answering machine or with the person who answers the phone.
- We may release some or all of your information when required by law.
- We can share health information about you in response to a court or administrative order, or in response to a subpoena, for law enforcement purposes or with a law enforcement official, with health oversight agencies for activities authorized by law, for special government functions such as military, national security, and presidential protective services.
- We can share certain health information about you for certain situations including: reporting suspected abuse, neglect or domestic violence or preventing or reducing a serious threat to anyone's health or safety.
- We will share information about you if the state or federal law requires it, including with the Department of Health and Human Services if it wants to see that we're complying with the federal privacy law.
- We will **not** use your health information for marketing communications without your prior written authorization. We may provide you with information regarding products or services that we offer related to your healthcare needs. **We will never sell your health information.**
- You can ask for a list of the time we've shared your health information for six years prior to the date you ask, who we shared it with and why. We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free (when asked) but will charge a reasonable, cost-based fee if you ask for another one within 12 months.
- Your authorization is required to disclose your health information to other healthcare providers (beyond those who may have referred you to physical therapy), individuals or third parties requesting information about you.
  - You may give Drahos Physical Therapy LLC written authorization to use your health information or to disclose it to anyone for any purpose. If you provide authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

**You have the right to:**

- Know of any uses or disclosures we make with your health information beyond the above normal uses.
- Transfer copies of your information to another practice.
- See and receive a copy of your health information. Requests must be in writing and we may charge a reasonable copy fee.
- Request that we amend your confidential information. Requests must be in writing. If we agree with the request, we will not alter the original document, instead an addendum will be created with the amended information.
- Keep any specific information out of your medical record.
- Have a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
- Have someone else (someone who you have given medical power of attorney or if someone is your legal guardian) exercise your rights and make choices about your health information. We will make sure this person has this authority and can act for you before we take any action.

Drahos Physical Therapy LLC will maintain the privacy of your confidential information as required by law and by the notice currently in effect.

If you believe your rights have been violated, you may contact:

Centralized Case Management Operations  
U.S. Department of Health and Human Services  
200 Independence Avenue, S.W.  
Room 509F HHH Bldg.  
Washington, D.C. 20201

You can also visit [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/)

You will not be penalized for filing a complaint. Before filing a complaint or for assistance regarding the privacy of your health information, please contact Colleen Drahos of Drahos Physical Therapy LLC at 973-355-7872