

# JAMES RIVER PHYSICAL THERAPY

## Privacy Policy

### Uses and Disclosures

Your health information may be used and disclosed by JRPT, our office staff and others outside our office that are involved in your care and treatment for the purpose of providing health care services to you. Your health information may also be used and disclosed to pay your health care bills and to support the operation of JRPT. Beyond these situations, we will ask for your written authorization before using or disclosing any identifiable information about you.

### Our Duty to Protect Your Privacy

We are required by law to protect the privacy of your information, provide this notice about our informational practices, follow the information practices that are described in this notice and seek your acknowledgement of receipt of this notice. If we make a significant change in our policies, we will provide you with an updated copy. You may also request a copy of our notice at any time.

### Your Privacy Rights

In most cases, you have the right to look at or get a copy of health information about you. You also have the right to receive a list of certain types of disclosures of your information that we have made. If you believe that information in your record is incorrect, you have the right to request that we correct the existing information.

### Complaints

If you feel that your privacy rights have been violated, you have the right to make a complaint to us in writing disclosing specific information so we can adequately investigate and respond to your concerns. You may also send a written complaint to the U.S. Department of Health and Human Services.

If you have any questions or concerns, please contact:

Daniel List, MSPT 9017 Forest Hill Ave., Ste 2B Richmond, VA 23235 (804) 330-0936
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I acknowledge that I have received and read this Notice of Privacy Practices for James River Physical Therapy:

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_