



Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Please Read this Carefully.

Uses and Disclosures

Treatment

Your health information may be used by staff members or disclosed to other health care professionals for the purposes of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of diagnostic tests and surgical procedures will be available in your medical record to all health professionals who may provide treatment or who may be consulted by staff members.

Payment

Your health information may be used to seek payment from your health plan provider or from other sources of coverage (automobile insurer, case management group, etc.). For example, your health plan provider may request and receive information on dates of service, the services provided and the medical condition being treated.

Health Care Operations

Your health information may be used as necessary to support the day-to-day operations and management of ARC. For example, information on the services you received may be used to support budgeting and financial reporting and to evaluate the promotion of quality care.

Law Enforcement

Your health information may be disclosed to law enforcement agencies to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting.

Public Health Reporting

Your health information may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the State's Public Health Department.

Other uses and disclosures require your authorization. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information, you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision to revoke your authorization.

Additional uses of information

Appointment Reminders

Your health information will be used by our staff to remind you of your initial appointment or any changes to your scheduled appointments.

Individual Rights

You have certain rights under federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of your protected health information
- The right to receive confidential communications concerning your medical condition and treatment
- The right to inspect and copy your protected health information
- The right to amend or submit corrections to your protected health information
- The right to receive an accounting of how and to whom your protected health information has been disclosed
- The right to receive a printed copy of this notice

Athletic & Rehabilitation Center Duties

We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We are also required to abide by the privacy and practices that are outlined in this notice.

Right to Revise Privacy Practices

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recent revised notice on any office visit. The revised policies and practices will be applied to all protected health information we maintain.

Requests to Inspect Protected Health Information

You may generally inspect or copy the protected information that we maintain pertaining to you. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting the Office Manager. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request.

Comments/Complaints

If you would like to submit a comment or if you believe that your privacy rights have been violated, you should submit, in writing, a letter detailing your concerns to:

Jeff Weeks, Chief Operations Officer
Athletic & Rehabilitation Center
6405 Metcalf, Suite 220
Overland Park, KS 66202

You will not be penalized or otherwise retaliated against for filing a complaint.

It is our desire, at the Athletic & Rehabilitation Center, to provide individuals with the highest quality health care available. We look forward to helping you meet your healthcare goals.