

YOUR HEALTH INFORMATION RIGHTS:

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

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

OUR HEALTH INFORMATION 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 also are required to abide by the privacy policies and practices that are outlined in this notice.

OUR 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. The revised policies and practices will be applied to all protected health information that we maintain and will be available at our facility for you upon your request.

REQUESTS TO INSPECT PROTECTED HEALTH INFORMATION

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 Company's Privacy Office (or Director).

COMPLAINTS

If you would like to submit a comment or complaint about our privacy practices, or if you believe your privacy rights have been violated, you can contact Southwest Center Physical Therapy and Rehabilitation by sending a letter outlining your concerns to:

James C. Brady, MS, PT
Southwest Center Physical Therapy and Rehabilitation
7338 S. Westmoreland Rd.
Dallas, Texas 75237

You may also file a written complaint with the Office of Civil Rights.

Effective Date: December 1, 2003