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**Privacy Practices Notice (HIPPA) - Abbreviated**

*Three Trees Physical Therapy’s policies related to the use and disclosure of private health information for treatment, payment, or healthcare operations.*

As part of patient treatment, Three Trees Physical Therapy originates and maintains paper and/or electronic records describing patient contact information, federal and insurance identifiers, health history, symptoms, examination and test results, diagnoses, treatment, and any plans for future care or treatment. This information is used to:

* Conduct, plan, and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment, directly and indirectly.
* Obtain payment from third-party payers.
* Conduct normal healthcare operations, such as quality assessments and physician certifications.

Should it become necessary to disclose patients’ protected information to another health provider or third party payer for the above purposes, such as disclosure for these permitted uses, it may be transmitted via mail, telephone, fax and/or secure internet connection.

If the patient objects to these practices, they must submit their request for changes in the use of their protected information in writing. Receipt of such a request will be reviewed, but does not guarantee the ability of Three Trees Physical Therapy to comply. The patient will be notified of the result of the review in writing.

**Three Trees Physical Therapy maintains a full Privacy Protection Policy, which may be viewed at any time, or a paper copy supplied upon request.**