



THE PRO PERFORMANCE THERAPY GROUP

Los Gatos | Morgan Hill | Saratoga | San Jose | Campbell

Orthopedic Sports Therapy

PROactive Orthopedic and Sports Rehabilitation : "One Team, One Goal"

PH: (408) 358-1460 Fax: (408) 358-1459

www.thepptg.com

NOTICE OF PRIVACY PRACTICES

This Notice of Privacy Practices describes how medical information about you may be used and disclosed and how you can access this information. Please read it carefully. This Notice applies to Los Gatos Orthopedic Sports Therapy, Inc., The Pro Performance Therapy Group, Fields in Motion Physical Therapy, and any affiliated clinics operating together as an organized health care arrangement. These practices may share your protected health information with each other for purposes of treatment, payment, and healthcare operations.

We are required by federal and California law to maintain the privacy and security of your protected health information and to provide you with notice of our legal duties and privacy practices. We will notify you promptly if a breach occurs that may have compromised the privacy or security of your information. We must follow the terms of this Notice currently in effect, although we reserve the right to revise it at any time. Updated versions will be posted in our clinics and on our website, and copies will be available upon request.

We may use and disclose your health information without your written authorization for purposes of treatment, payment, and healthcare operations. For treatment purposes, we may share information with physicians, physical therapists, athletic trainers, supervised students or residents, and other providers involved in your care so that your treatment can be coordinated safely and effectively. For payment purposes, we may submit claims to insurance companies, provide superbills to you for reimbursement, collect outstanding balances, or verify coverage. For healthcare operations, we may use information for quality improvement activities, staff training and supervision, accreditation, compliance reviews, business planning, and other activities necessary to run and improve our practice.

We may also share information with trusted vendors and service providers who help us operate our business, such as billing services, information technology providers, communication platforms, payroll and HR services, and other business associates. These vendors are required by law and contract to safeguard your information. We may contact you by phone, text message, email, mail, or patient portal to remind you about appointments, provide information about treatment, or tell you about services that may be relevant to your care. If you participate in telehealth or electronic communications, your information may be transmitted electronically. While we use reasonable safeguards, no electronic system can be guaranteed to be completely secure. We may also disclose information when required by law, such as for public health reporting, court orders, law enforcement requests, or workers' compensation matters.



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Any other use or disclosure of your health information, including marketing unrelated to your care or the sale of protected health information, will be made only with your written authorization. You may revoke your authorization in writing at any time, except to the extent that we have already relied on it.

You have important rights regarding your health information. You have the right to inspect and obtain a copy of your records in paper or electronic form, to request corrections to your records if you believe they are incomplete or inaccurate, and to request confidential communications by alternative means or locations. You may ask us to limit certain uses or disclosures of your information, including disclosure to an insurance company when you pay out of pocket in full for a service, although we are not required to agree to all requests. You also have the right to receive an accounting of certain disclosures of your information and to obtain a paper or electronic copy of this Notice at any time. Requests related to your rights should be made in writing to our Privacy Officer.

Under California law, you may have additional rights regarding access, amendments, and disclosures of your medical information, and we comply with the California Confidentiality of Medical Information Act and other applicable state privacy laws. Your information may be shared across our affiliated clinics, supervised students, and trusted vendors as necessary to support your care and improve services, and all staff are trained to protect patient privacy.

If you believe your privacy rights have been violated, you may file a complaint with us by contacting our Privacy Officer or with the U.S. Department of Health and Human Services Office for Civil Rights. You will not be penalized for filing a complaint. If you have any questions about this Notice or our privacy practices, please contact us at any time using the information above.