

Notice of Privacy

Preferred Therapy Solutions Privacy Notice About the Use of Your Personal Medical Information

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

Preferred Therapy Solutions has numerous legal and ethical obligations to protect the privacy of information it receives about employees.

The employee group health plans (administered by insurance carriers) are covered by HIPAA, and must comply with the privacy requirements. However, each of the insurance companies administering these plans is required on their own to comply, and is responsible for distributing their own Notice of Privacy Practices to you, the plan participants.

The terms “information” or “health information” in this notice include any personal information that is created or received by us that relate to your physical or mental health or condition, the provision of health care to you, or the payment of such health care.

How Preferred Therapy Solutions May Use or Disclose Your Health Information

Preferred Therapy Solutions does not receive Protected Health Information (PHI) from any current group health plan or insurance carrier. Other than information necessary for enrollment or disenrollment in the benefit plans, the only information Preferred Therapy Solutions receives related to claims or treatment is as “summary health data” and does not identify individual employees or family members. However, Preferred Therapy Solutions may receive individual health information about you in our role as employer, for purposes such as Workers’ Compensation, sick leave bank, leave under the Family & Medical Leave Act (FMLA), or eligibility for disability plans. This information is not covered by HIPAA; however, it is our practice to protect the confidentiality of this information, to maintain or disclose only the minimum necessary, and to disclose only to those with a direct need to know.

The following categories describe the ways that Preferred Therapy Solutions may use and disclose your health information. For each category of uses and disclosures, there is an explanation and examples. Not every use or disclosure in a category will be listed. However, all the ways Preferred Therapy Solutions is permitted to use and disclose information will fall within one of the categories.

1. *Workers’ Compensation—*

Preferred Therapy Solutions may use or disclose health information about you to assure that you receive benefits to which you are due under Workers’ Compensation if you have a work-related injury or illness. For example, Preferred Therapy Solutions may receive information about your treatment from your physician, and disclose it to our workers compensation insurance carrier so that your medical bills are paid.

2. Sick Leave Bank/Disability Plans—

Preferred Therapy Solutions may request and use health information about you to determine eligibility for plan benefits, determine plan responsibility for benefits and to coordinate benefits. For example, Preferred Therapy Solutions may require a doctor's statement from you to verify that you are eligible to receive pay for time off due to sickness.

3. Family & Medical Leave Requests—

If you request a leave for medical reasons under FMLA, Preferred Therapy Solutions will request a Certification from your physician, and will use the information on that certification to determine your eligibility for leave.

4. Reasonable Accommodation Request under ADA—

If you have a disability that is covered under the Americans with Disability Act (ADA) and you request a reasonable accommodation in order to perform the essential functions of your job, we will request and use medical information provided by you to determine how we may be able to provide the accommodation.

5. Judicial and Administrative Process or Law Enforcement—

As required by law, Preferred Therapy Solutions may use and disclose your health information when required by a court order. Preferred Therapy Solutions may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.

6. Public Health—

As required by law, Preferred Therapy Solutions may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications and reporting disease or infection exposure.

Physical and Administrative Protection of Your Health Information

As stated above, it is our practice that responsibility for protection of your health information related to group health plans is delegated to the insurance carrier for each plan, and the Preferred Therapy Solutions does not receive any PHI except as may be necessary for enrollment or disenrollment in a plan. Regarding any other health information Preferred Therapy Solutions may have access to, such as information related to a disability claim, Preferred Therapy Solutions requests only the minimum amount of information necessary for the purpose, and keeps that information in a file separate from your personnel file. Only those with a specific need to know are allowed access to the information.

If Preferred Therapy Solutions should need to use or disclose your health information for any purposes other than as described in this Notice of Privacy Practices, Preferred Therapy Solutions will do so only with your written authorization. If you do authorize us to use or disclose your health information for

another purpose, you may revoke your authorization in writing at any time. If you revoke your authorization, Preferred Therapy Solutions will no longer be able to use or disclose health information about you for the reasons covered by your written authorization, though Preferred Therapy Solutions will be unable to take back any disclosures that have already been made with your permission.

Preferred Therapy Solutions has established procedures for the destruction of obsolete records that are intended to prevent any accidental or unauthorized disclosure of confidential information. These procedures include the shredding of paper records and the physical destruction of computer media and hard drives that have contained confidential information prior to any sale or reassignment of the machine.

Changes to this Notice of Privacy Practices

Preferred Therapy Solutions reserves the right to amend this Notice of Privacy Practices at any time in the future and to make the new Notice provisions effective for all health information that it maintains. Preferred Therapy Solutions will promptly revise our Notice and distribute it to you whenever material changes are made to the Notice.

Complaints

Complaints about this Notice of Privacy Practices or how Preferred Therapy Solutions has handled your health information can be directed to: Director of Human Resources, Preferred Therapy Solutions, 850 Silas Deane Highway, Wethersfield, CT 06109, 860-610-0400.