



**Potomac Massage Training Institute**  
**8701 Georgia Avenue, Suite 700**  
**Silver Spring, MD 20910**  
**Phone: 202-686-7046**  
**www.pmti.org**

*Excellence in Massage Therapy Education since 1976*

## **Notice of Privacy Practices for the Clinic Programs**

(based on HIPAA standards for privacy)

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

PMTI does not participate with any third party carriers and does no electronic billing; therefore you have virtually no risk for your health records to become part of the public healthcare data bank. We will do everything that we can to protect your privacy.

According to HIPAA, effective April 2003, the following guidelines are to become policy at PMTI, to fall within the purview of the law:

Your health information will be routinely used for treatment, payment, and quality monitoring, and your consent, or the opportunity to agree or object, is not required in these instances:

**Treatment** – Information obtained by your practitioner at PMTI will be entered in your record, and used to plan the course of treatment.

**Quality Monitoring** – The Clinic Manager and Clinic Instructors will use your health information to assess the care that you receive, and to compare your treatment outcome to others. Your information may be reviewed for risk management or quality improvement purposes, in our efforts to continually improve the quality and effectiveness of the care and services which we provide.

In addition, the following disclosures are required by law and do not require your consent:

**Food and Drug Administration (FDA)** – This office is required by law to disclose health information to the FDA related to any adverse effects of food, supplements, products, and product defects for surveillance to enable product recalls, repairs or replacements.

**Worker's Compensation** – This office will release information to the extent authorized by law in matters of worker's compensation.

**Public Health** – This office is required by law to disclose health information to public health and/or legal authorities charged with tracking reports of birth and morbidity. This office is further required by law to report communicable disease, injury, or disability.

**Law Enforcement** – (1) Your health information will be disclosed in response to a valid subpoena for law enforcement purposes, as required under state or federal law. (2) In the event that a member of this office believes, in good faith, that one or more patients, workers, or the general public, are endangered due to suspected unlawful conduct of a practitioner or violations of professional or clinical standards, provisions of federal law permit the disclosure of your health information to appropriate health oversight agencies, public health authorities or attorneys.

**Domestic Violence** – PMTI Practitioners will disclose your health information in cases of domestic violence.

It is the practice of PMTI to consider the following as routine uses and disclosures for which specific authorization will not be requested. You have the right to request restrictions on these uses. Otherwise, PMTI will request your authorization only when disclosure of personal health information is necessary to parties other than those referenced here:

**Communications with Family** – Using best judgment, a family member, close personal friend identified by you, personal representative, or other persons responsible for your care may be notified or given information about your care to assist them in enhancing your well-being, or to confirm your whereabouts.

**Marketing** – PMTI may send information to you about treatment alternatives and other health-related benefits that you may find useful. Only your name and address will be used.