

ELLIS PHYSICAL THERAPY ASSOCIATES, INC.

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NOTICE TO ALL CUSTOMERS REGARDING OUR IDENTITY THEFT PREVENTION PROGRAM

For your protection, we have adopted an Identity Theft Prevention Program. While we understand these preventive measures may cause some inconvenience, it is the best method to ensure that your information will not be accessed by unauthorized persons.

It is the policy of the practice to verify patient identity at the time of registration. The practice will, to the extent feasible, request documentation of the patient's identity, residential address, and insurance coverage at the time of registration as part of the Identity Theft Prevention Program.

We will require picture identification, such as a driver's license or identification card from the Department of Motor Vehicles, military identification or other government issued identification.

Should your picture identification not contain your current residential address, additional information will be required. Acceptable documents include those containing your name and current address, such as a rental agreement, utility bills, residential telephone bills, or other such documents bearing the patient's name and residential address. If the patient is a minor, the patient's parent or guardian should bring the information listed above.

Acceptable check payments will bear the patient's or guardian's name and address on file. Credit cards presented will be acceptable forms of payment, provided they bear the patient's or guardian's name provided at the time of registration.

In the event that a patient presents a form of payment, such as a check or credit card, which does not bear his/her name and/or current address, and/or signature, we will require proper identification of the individual named on the payment form.

Should a patient claim to be a victim of identity theft, the practice will investigate the claim. The patient must have previously filed a police report for identity theft, and the patient must complete one of three documents, (1) the ID Theft affidavit developed by the FTC, including supporting documentation, (2) an ID Theft affidavit recognized by state law, or (3) a written statement containing documentation of the claim, identification and supporting documents, contact information and certification that the statements are true and contain no omissions.

We thank you for your understanding and your cooperation.

These policies have been developed to comply with Federal Trade Commission requirements pertaining to health care providers as of May 1, 2009.