

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. THIS NOTICE IS EFFECTIVE APRIL 1, 2003 UNTIL FURTHER NOTICE.

As a patient, you have the right to adequate notice of the uses and disclosures of your protected health information (PHI). Under the Health Insurance Portability and Accessibility Act (HIPAA), Precision Eyecare can use your protected health information for treatment, payment and health care operations.

A) Treatment-We may use or disclose your health information to a physician or other healthcare provider providing treatment to you.

B) Payment-We may use and disclose your health information to obtain payment for services we provide you. You can request to withhold disclosure of protected health information related to a particular service to a health plan, if you have paid for services out of pocket.

C) Health care operation- We may use and disclose your health information in connection with our healthcare operations. Healthcare include quality assessment and improvement activities, reviewing the competency or qualifications of healthcare professionals, evaluating provider performance, conducting training programs, accreditation, certification, licensing, or credentialing activities.

Your Authorization

Most uses and disclosures that do not fall under treatment, payment, health care operations will require your written authorization. Upon signing, you may revoke your authorization (in writing) through our practice at any time. No federally protected health information will be sold or used for marketing without authorization from the individual patient.

Emergency Situations

In the event of your incapacity or an emergency situation, we will disclose health information to a family member of person responsible for your care, using our professional judgment. We will only disclose health information that is directly relevant to the person's involvement in your health care.

We may also disclose your health information when we are required by law to do so.

We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the victim of other crimes.

We may disclose your health information to the extent necessary to avert a serious threat to your or other people's health or safety.

We may disclose the health information of Armed Forces personnel to military authorities under certain circumstances. We may disclose health information to authorized federal officials required for lawful intelligence, counterintelligence and other national security activities. We may disclose health information of inmates or patients to the appropriate authorities under certain circumstances.

We may use or disclose your health information to provide you with appointment reminders via phone, e-mail, or letter.

Measures taken to protect your PHI

- Staff education
- Physical protection of hardware
- Software protection antivirus, encryption, firewall, etc.
- Backup of e-phi

Your Rights as a Patient

You may have the right to restrict the disclosure of your protected health information (in writing). The request for restriction may be denied if the information is required for treatment, payment, or health care operations.

- You have the right to receive PHI electronically.
- You have the right to file a privacy complaint.
- You have the right to receive confidential communications regarding your protected health care information.
- You have the right to copy your protected health care information.
- You have the right to amend your protected health care information.
- You have the right to receive an account of disclosures of your protected health information
- You have the right to a copy of this notice of privacy practices.

Legal Requirements

Precision Eyecare is required by law to maintain the privacy of your protected health information. We are required to abide by the terms of this notice as it is currently stated, and reserve the right to change this notice. The policies in any new notice will not be in effect until they are posted, or are available within our office.

Complaints

If you have any complaints regarding the way your protected health information was handled, you may submit a complaint in writing to our office or the secretary of H.H.S. You will not be retaliated against in any manner for a complaint.

Contact Information:

Precision Eyecare
2753 South Clark St.
Mexico, MO 65265
(573)581-8668

Precision Eyecare
209 W. Washington
Vandalia, MO 63382
(573)594-2525

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