

## **NOTICE OF PRIVACY PRACTICES**

**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.**

Our goal is to take appropriate steps to attempt to safeguard any medical or other personal information that is provided to us. The Privacy Rule under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) requires us to (1) maintain the privacy of medical information provided to us (2) provide notice of our legal duties and privacy practices, and (3) abide by the terms of our “ Notice of Privacy Practices currently in effect.

### **WHO WILL FOLLOW THIS NOTICE**

**This notice describes the practices of our employees and staff. This notice applies to each of these individuals, entities, sites and locations. In addition, these individuals, entities, sites and locations may share medical information with each other for treatment, payment, and health care operation purposes described in this notice.**

### **INFORMATION COLLECTED ABOUT YOU**

In the ordinary course of receiving treatment and health care services from us, you will be providing us with personal information such as:

Your name, address and phone number  
Information relating to your medical history  
Your insurance information and coverage  
Information concerning your doctor, nurse or other medical problems.  
Your social security number

In addition, we will gather certain medical information about you and will create a record of the care provided to you. Some information also may be provided to us by other individuals or organizations that are part of your “circle of care” – such as the referring physician, your other doctors, your health plan and close friends or family members.

### **HOW WE MAY USE AND DISCLOSE INFORMATION ABOUT YOU**

We may use and disclose personal and identifiable health information about you for a variety of purposes. All the types of uses and disclosures of information are described below, but not every use or disclosure in a category is listed.

Required Disclosures We are required to disclose health information about you to the Secretary of Health and Human Services, upon request, to determine our compliance with

HIPAA and to you, in accordance with your right to access and right to receive an accounting of disclosures, as described below.

For Treatment We may use health information about you in your treatment. For example, we may use your medical history of chronic pain to formulate a treatment of acupuncture to relieve that pain.

For Payment We may use and disclose health information about you to bill for our services and to collect payment from you or your insurance company. For example, we may need to give a payer information about your current medical condition so that it will pay us for the treatments or examinations or other services that we have furnished to you. We may also need to inform your payer of the treatment you are going to receive in order to obtain prior approval or to determine whether the service is covered.

For Health Care Operations We may use and disclose information about you for the general operation of our business. For example, we sometimes arrange for auditors or other consultants to review our practice, evaluate our operations, and tell us how to improve our services. Or, for example, we may use and disclose your health information to review the quality of services provided to you.

Public Policy Uses and Disclosures There are a number of public policy reasons why we may disclose information about you, which are described below.

We may disclose health information about you when we are required to do so by federal, state, or local law activities.

We may disclose protected health information about you in connection with certain public health reporting activities.

We may disclose protected health information about you in connection with certain public health reporting activities. For instance, we may disclose such information to a public health authority authorized to collect or receive PHI for the purpose of preventing or controlling disease, injury, or disability, or at the direction of a public health authority, to an official of a foreign government agency that is acting in collaboration with a public health authority. Public health authorization includes state health departments, the Center for Disease Control, the Food and Drug Administration, The Occupational Safety and Health Administration and the Environmental Protection Agency, to name a few.

We are also permitted to disclose protected health information to a public health authority or other government authority authorized by law to receive reports of child abuse or neglect. Additionally we may disclose protected health information to a person subject to the Food and Drug Administration's power for the following activities: to report adverse events, product defects. Or problems, or biological product deviations, to track products, to enable product recalls, repairs or replacements, or to conduct post marketing surveillance. We may also disclose a patient's health information to a person who may have been exposed to a communicable disease or to an employer to conduct an evaluation

relating to medical surveillance of the workplace or to evaluate whether an individual has a work related injury or illness,.

We may disclose a patient's health information where we reasonably believe a patients in a victim of abuse, neglect or domestic violence and the patient authorized the disclosure or it is required or authorized by law.

We may disclose health information about you in connection with certain health oversight activities or licensing and other health oversight agencies, which are authorized by law. Health oversight activities include audit, investigation, inspection, licensure, or disciplinary actions, and civil, criminal or administrative proceedings or actions or any other activities necessary for the oversight of (1) the health care system (2) governmental benefit programs for which health information is relevant to determining beneficiary eligibility (3) entities subject to governmental regulatory programs for which health information is necessary for determining compliance with program standards, or (4) entities subject to civil rights laws for which health information is necessary for determining compliance.

We may disclose your health information as required by law, including in response to warrant, subpoena, or other order of a court or administrative hearing body or the assist law enforcement identity or locate suspect, fugitive, material witness or missing person. Disclosures for law enforcement purposes also permit use to make disclosures about victims of crimes and the death of an individual, among others

We may release a patient's health information (1) to a coroner or medical examiner to identify a deceased person to determine the cause of death and (2) to funeral directors. We may also release your health information to organ procurement organizations, transplant centers and ticcu4e banks, if you are an organ donor.

We may release your health information to workers' compensation or similar programs, which provide benefits for work-related or illnesses with regard to fault.

Health information about you also may be disclosed when necessary to prevent a serious threat to your health and safety or the health and safety of others.

We may use or disclose certain health information about your condition and treatment for research purposes where an Institutional Review Board or a similar body referred to us as a Privacy Board determines that your privacy interests will be adequately protected in the study. We may also use and disclose your health information to prepare or analyze a research protocol and for other research purposes.

If you are a member of the Armed Forces, WE MAY RELEASE HEALTH INFORMATION ABOUT YOU FOR ACTIVITIES DEEMED NECESSARY BY MILITARY COMAND AUTHORITIES. We may also release health information about foreign military personnel to their appropriate foreign military authority.

We may disclose your protected health information for legal or administrative proceedings that involve you. We may release such information upon order of a court or administrative tribunal. WE may also release protected health information in the absence of such an order and in response to a discovery or other lawful request, if efforts have been made to notify you or secure a protective order.

If you are an inmate, we may release protected health information about you in a correctional institution where you are incarcerated or to law enforcement officials in certain situations such as where the information is necessary for your treatment, health or safety, or the health or safety of others.

Finally, we may disclose protected health information for national security or intelligence activities and for the provision of protective services to the President of the United States and other officials or foreign heads of state.

Our Business Associates We sometimes work with outside individuals and businesses that help us operate our business successfully. We may disclose your health information to those business associates so that we can perform the tasks that we hire them to do. Our business associates must promise that they will respect the confidentiality of your personal and identifiable health information.

Disclosures to Persons Assisting In Your Care or Payment for Your Care We may disclose information to individuals involved in your care or in the payment for your care. This includes people and organizations that are part of your “circle of care” – such as your spouse, your other doctors, or an aide who may be providing services to you. We may also use and disclose health information about a patient for disaster relief efforts and to notify persons responsible for a patient’s care about a patient’s location, general condition or death. Generally, we will obtain your verbal agreement before using or disclosing health information in this way. However, under certain circumstances, such as in an emergency situation, we may make these uses and disclosures without your agreement.

Appointment Reminders We may use and disclose medical information to contact you as a reminder that you have an appointment or that you should schedule an appointment.

### **Other uses and disclosures of personal information**

We are required to obtain written authorization from you for any other uses and disclosures of medical information other than those described above. If you provide us with such permission, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose personal information about you for the reasons covered by your written authorization, except to the extent we have already relied on your original permission.

## **Individual rights**

You have the right to ask for restrictions on the ways we used and disclose your health information for treatment, payment and health care operation purposes. You may also request that we limit our disclosures to persons assisting your care or payment for your care. We will consider your request, but we are not required to accept it.

You have the right to request that you receive communications containing your protected health information from us by alternative means or at alternative locations. For example, you may ask that we only contact you at home or by mail.

Except under certain circumstances, you have the right to inspect and copy medical, billing, and other records used to make decisions about you. If you ask for copies of the information, we may charge you a fee for copying and mailing.

If you believe that information in your records is incorrect or incomplete, you have the right to ask us to correct the existing information or add missing information. Under certain circumstances we may deny your request, such as when the information is accurate and complete.

You have a right to receive a list of certain instances when we have used or disclose your medical information. We are not required to include in the list uses and disclosures for your treatment, payment for services furnished to you, our health care operations, disclosure to you, disclosures you give us authorization to make and uses and disclosures before April 14, 2003., among others. If you ask for this information from us more than once every twelve months, we may charge you a fee.

You have the right to a copy of this notice in paper form. You may ask us for a copy at any time.

To exercise any of your rights, please contact us in writing at EyeLand Vision, 7436 River Park Drive, Parkville, Missouri 64152.

## **CHANGES TO THIS NOTICE**

We reserve the right to make changes to this notice at any time. We reserve the right to make the revised notice effective for personal health information we have about you as well as any information we receive in the future. In the event there is a material change to this notice, the revised notice will be posted. In addition, you may request a copy of the revised notice at any time.

## **COMPLAINTS OR COMMENTS**

If you have any complaints concerning our privacy practices, you may contact the Secretary for the Department of Health and Human Services, at 200 Independence

Avenue, S. W., Room 509F, HHH Building, Washington, D.C. 20201 (e-mail: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)).

**YOU WILL NOT BE RETALIATED AGAINST OR PENALIZED BY US FOR FILING A COMPLAINT.**

To obtain more information about this notice, you may contact our Privacy Officer at 7436 River Park Drive, Parkville, Missouri 64152.

This notice is effective as of December 1, 2008.