



HIPAA Patient Notice

This Notice of Privacy Practices describes how we may use and disclose your protected health information for purposes of treatment, payment, and health care operations, and for other purposes that are permitted or required by law.

We are required by law to:

- Maintain the privacy of your protected health information
- Provide you with this Notice
- Abide by the terms of this Notice; and
- We reserve the right to change this Notice. We reserve the right to make any new Notice that will be adopted effective for all protected health information we maintain. Any new Notice adopted will be presented at your next appointment following the revision.

Protected health information (PHI) is defined as demographic and individually identifiable health information about you that will or may identify you and relates to your past, present or future physical, mental health or condition that involves providing health care services or health care payment.

Why Do You Sign A Consent Form?

When you sign a consent form, you are giving Visionary Eye Care the right to use and disclose your protected health information and individually identifiable health information for the purpose of treatment, payment, and healthcare operations, except for psychotherapy notes, and other privileged categories of information, i.e., alcoholism/drug abuse treatment records. Additionally, the federal law requires providers to obtain your authorization to release your protected health information for any reason other than treatment, payment, or healthcare operations. However, the federal law requires providers to obtain authorization (not consent) to use or disclose PHI maintained in psychotherapy notes for treatment by persons other than the originator of the notes, for payment, or for healthcare operations purposes, except as otherwise specified by federal law.

How is Healthcare Operations Defined?

Healthcare operations include conducting quality assessment and improvement activities, reviewing the competence or qualifications and accrediting/licensing of healthcare professionals and plans, evaluating healthcare professionals, health plans performance, training future health care professionals, insurance activities relating to the renewal of a contract for insurance, conducting or arranging for medical review and auditing services, compiling and analyzing information in anticipation of or for use in civil or criminal legal proceedings, general administrative and business functions necessary for the covered entity to remain a viable business.

Why Do You Sign An Authorization Form?

In order to release your protected health information for any reason other than treatment, payment and healthcare operations, you must sign an authorization that clearly explains how your information will be used. Additionally, information about the following conditions require an authorization even though release of information is related to treatment, payment or healthcare operations

- HIV testing and AIDS (HIV test results require a release each time test results are released; State Law Specific
- Alcoholism/ drug abuse treatment Federal Confidentiality 42 CFR Part 2
- Psychotherapy Notes

You may change your mind and revoke your authorization, except in as much as we have relied on the authorization until that point or if the authorization was obtained as a condition of obtaining insurance coverage. All requests to revoke an authorization should be in writing.

How Does Federal Regulation 42 CFR Part 2 Apply to Medical Records Containing Alcoholism/Drug Abuse Treatment Notes?

These regulations cover any information (including information on referral and intake) about alcohol and drug abuse patients obtained by a program (as the terms “patient”: and “program” are defined in 2.11) if the program is federally assisted in any manner described in 2.12 (b). Coverage includes, but is not limited to, those treatment or rehabilitation programs, employee assistance programs, programs within general hospitals, school-based programs, and private practitioners who hold themselves out as providing and provide alcohol and drug abuse diagnosis, treatment or referral for treatment. However, these regulation would not apply, for example, to emergency room personnel who refer to a patient to the intensive care unit for a n apparent overdose, unless the primary function of such personnel is the provision of alcohol or drug abuse diagnosis, treatment or promoted itself to the community as a provider of such services.

How Is Your Medical Information Used?

Visionary Eye Care uses medical records as a basis for recording individually identifiable health information and planning care and treatment and as a tool for routine healthcare operations such as assessing quality. Your insurance company may request information that we are required to submit in order to provide and bill for your care, such as procedure and diagnosis information. Other healthcare providers or health plans reviewing your records must follow the same confidentiality laws and rules required of Visionary Eye Care. Patient records are a valuable tool used by researchers in finding the best possible treatment for diseases and medical conditions. All researchers must follow the same rules and laws that together healthcare providers are required to follow to ensure the privacy of your patient information. Information that may identify you will not be released for research purposes to anyone outside of Visionary eye Care without your written authorization.

Specific Examples Of How Your Medical Information May Be Used For Treatment, Payment Or Healthcare Operations

- Medical information may be used to justify needed patient care services, i.e. lab tests, prescriptions, surgery;
- We will/ may use your medical information to establish a treatment plan
- We may disclose your protected health information to another provider for treatment i.e. specialist, pharmacy, laboratory
- We will submit claims to your insurance company containing medical information
- We may contact you of your appointment by calling you or mailing you a postcard
- We may contact you to discuss treatment alternatives or other health related benefits that may be of interest to you as a patient.
- Visionary Eye Care uses medical records as a basis for recording individually identifiable health information and planning care and treatment and as a tool for routine healthcare operations such as assessing quality.

Use of Your Consent/Authorization

Visionary Eye Care will contractually require our business associates to follow the same confidentiality laws and rules required of health care providers or health plans. We will not allow others outside of Visionary Eye Care to have access to your medical information unless we have the appropriate consent and/or authorization to do so. Business associates perform various activities such as billing services, transcription services. We will request your consent and /or authorization to release information at your first visit. With your consent, Visionary Eye Care will release information as required for treatment, payment, and healthcare operations only, with certain restrictions i.e. psychotherapy notes. With your authorization, we will release the information that you have approved for release.

When Your Consent/Authorization Is Not Required

Please note that the law requires some information to be disclosed in certain circumstances. This includes mandatory reports of abuse of children or elderly or disabled persons. Additionally, this includes uses and disclosures to the public health authority or federal/state entity that is authorized by law to collect or receive such information. One example of the public health authorities purpose is preventing and controlling disease. An example of a federal entity is the Food and Drug Administration, adverse event reporting. An example of a state entity is the State Department of Health that is authorized to receive a variety of data concerning different health conditions. Also, subpoenas or court orders may compel the disclosure of confidential health information in the context of a lawsuit or administrative proceeding. See complete list below

Emergencies:

We may use or disclose your protected health information in an emergency treatment situation. If this happens, your physician shall try to obtain your consent as soon as reasonably practicable after the delivery of treatment. IF your physician or another physician in the practice is required by law to treat you and the physician has attempted to obtain your consent but is unable to obtain your consent, he or she may still use or disclose your protected health information to treat you.

Communication Barriers:

We may use and disclose your protected health information if your physician or another physician in the practice attempts to obtain consent from you but is unable to do due to substantial communication barriers and the physician determines, using professional judgment, that you intent to consent to use or disclose under the circumstances.

Required by Law:

We may user or disclose your protected health information to the extent that the use or disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures.

Public Health:

We may disclose your protected health information for public health activities and purposes to a public health authority that is permitted by law to collect or receive the information. The disclosure will be made for the purpose of controlling disease, injury, or disability. We may also disclose your protected health information, if directed by the public health authority, to a foreign government agency that is collaborating with the public health authority.

Communicable Diseases:

We may disclose your protected health information, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease or condition.

Health Oversight:

We may disclose your protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the healthcare system, government, benefit programs, other government regulatory programs and civil rights laws.

Abuse or Neglect:

We may disclose your protected health information to a public health authority that is authorized by law to receive reports of child abuse or neglect. In addition, we may disclose your protected health information if we believe that you have been a victim of abuse, neglect, or domestic violence to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable federal and state laws.

Food and Drug Administration:

We may disclose your protected health information to a person or company required by the Food and Drug Administration to report adverse events, product defects or problems, biologic product deviations, track products; to enable product recalls; to make re make repairs or replacements, or to conduct post marketing surveillance, as required.

Legal Proceedings:

We may disclose your protected health information in the course of any judicial or administrative proceeding, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized, in certain conditions in response to a subpoena, discovery request or other lawful process.

Law Enforcement:

We may also disclose your protected health information, so long as applicable legal requirements are met, for law enforcement purposes. These law enforcement purposes include: legal processes and otherwise required by law, limited information requests for identification and location purposes, pertaining to victims of a crime, suspicion that death has occurred as a result of criminal conduct, in the event that a crime occurs on the premises of the practice, and medical emergency (not on the Practice's premises) and is likely that a crime has occurred.

Criminal Activity:

Consistent with applicable federal state laws, we may disclose your protected health information, if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety for a person or the public. WE may also disclose your protected health information if it is necessary for law enforcement authorities to identify or apprehend an individual.

Coroners, Funeral Directors, and Organ Donation:

We may disclose your protected health information to a coroner or medical examiner for identification purposes, determining the cause of death or for the coroner or medical examiner to perform other duties authorized by law. We may also disclose protected health information to a funeral director, as authorized by law, in order to permit the funeral director to carry out their duties. we may disclose such information in reasonable anticipation of death. Protected health information may be used and disclosed for cadaveric organ, eye, or tissue donation purposes.

Research:

We may disclose your protected health information to researchers when their research as been approved by an institutional review board that has reviewed the research proposal and established protocol to ensure the privacy of your protected health information.

A SUMMARY OF YOUR RIGHTS:

All of your rights may be exercised by contacting the office administrator of Visionary Eye Care.

The Patient Notice, which you are now reviewing, is part of your patient rights. You have the right to receive and read this Notice and, upon request, you have a right to a copy of this Notice.

You have a right to request restrictions regarding how we use and disclose your protected health information regarding treatment, payment, healthcare operations, however, we are not required to agree to your restrictions. If we do agree to your requested restriction, we will follow your request, unless you are in need of emergency treatment, and the information is needed to provide emergency care. However, your restriction (if agreed to) will not prevent us from releasing information as required by other state and federal laws. (see When Your Consent/Authorization is not Required). Finally, if we accept your restrictions, we have the right to terminate them by notifying you of such.

You have the right to request that we communicate about your treatment and/or protected health information by alternative means or at alternative locations. We are required to accept reasonable requests. We require that you make this request in writing.

You have the right to ask questions and to receive answers.

You do not have to sign a consent form. However, if you chose not to allow access to your medical records, we may be unable to provide health care.

You may change your mind and revoke your consent, except in as much as we have relied on the consent until that point or if the consent was obtained as a condition of obtaining insurance coverage.

You do not have to sign an authorization form, however, it may prevent us from completing a task you have requested (such as enrollment in a research study or examining you to create a report for your attorney).

Your refusal to sign an authorization form will not be held against you.

You may change your mind and revoke your authorization, except in as much as we have relied on the authorization until that point or if the authorization was obtained as a condition of obtaining insurance coverage

You have the right to inspect and copy your protected health information, as permitted by law.

You have the right to request amendments to our protected health information. We require that all requests for amendments be in writing and provide a reason to support the requested amendment. An amendment to your medical record will be made in the form of an addendum as is common practice in the medical field. Additionally, under federal law, we may deny the amendment, please contact the office manager for details and to exercise your rights.

You have the right to an accounting of all entities that obtained information unrelated to treatment, payment, or healthcare operations.

You have the right to an accounting of all entities that obtained information unrelated to treatment, payment, or healthcare operations that you do not approve by completing an authorization

You have a right to this Notice. Any material revisions to this Notice will be made available to you within 60 days.

You have a right to contact the administrator at Visionary Eye Care at 901-754-3937 or the Secretary of the Department of Health and Human Services if you feel your privacy rights have been violated. Visionary Eye Care will not retaliate against you for filing a complaint.