

EDGE OPTICS LLC NOTICE OF PRIVACY PRACTICES

How HIPAA will affect your eyecare visits

The US Department of Health and Human Services has issued national health information privacy standards. The Health Insurance Portability and Accountability Act, a federally mandated law known as HIPAA, is designed to:

- Provide protection for the privacy of certain identifiable health data (called protected health information [PHI]),
- Ensure health insurance coverage when changing employers, and
- Provide standards for facilitating electronic transfers of health care-related information.

While the privacy of your personal PHI will remain confidential, certain aspects of this law will permit disclosures of PHI to facilitate public health activities. The following charts review the type of health data disclosure allowed under HIPAA. The privacy of your health information is important to us.

PHI can be disclosed with your authorization in the following categories:

You may request a limitation or restriction on the disclosure of this information. You have the right to:

- Request a restriction or limit of any of the above disclosures used for treatment, payment, or office operations
- Inspect and copy information that may be used to make decisions about your care.
- Request an amendment of this information if you feel it is incorrect or incomplete.
- An accounting of disclosures we have made that were not related to treatment, payment, or operations of this office.

These requests must be submitted in writing to the office manager and you will be informed of the specifics that are required for this request.

Treatment – PHI will be used to provide appropriate treatment either by this office or other healthcare providers, diagnostic or fabrication laboratories.

Payment – PHI will be used to facilitate payment for treatment rendered. Your health plan requires this information in order to bill, collect payments, or obtain approval prior to treatment.

Healthcare Operations – In order to ensure all patients receive timely and quality care, PHI will be used to facilitate the daily operations of our practice. These include, but are not limited to:

- Clinical/research studies to improve our practice
- Appointment reminders by phone calls or mailings
- Sign-in sheets used to notify us of your arrival
- Posted appointment schedules
- Information regarding your treatment options or related benefits and services
- Communications with family or friends that are involved in your care or payment for your care

PHI can be disclosed without your authorization in the following categories:

As required by law	Judicial and administrative proceedings	Law enforcement
Oversight	Worker's compensation	Coroners and medical examiners
Public health	Public health risks	Military and veterans
Lawsuits and disputes	Abuse, neglect, or domestic violence	National security and intelligence activities
Health records	Cadaver organ, eye, or tissue donations	Protective services for the president and others

Patient's Rights. HIPAA allows patients, authorized representatives, and parents of minors, as well as minors, to become more aware of the health information privacy to which they are entitled. These rights include, but are not limited to, the right to view and copy their health information, the right to dispute alleged breaches of policies and regulations, and the right to request alternative forms of communicating with their optometrist. If any health information is released for any reason other than TPO, the patient is entitled to an account of the transaction. Therefore, it is important for optometrists to keep accurate records of such information and to provide them when necessary.

The HIPAA Privacy Rule determines that the parents of a minor have access to their child's health information. This privilege may be overruled, for example, in cases where there is suspected child abuse or the parent consents to a term of confidentiality between the optometrist and the minor. The parents' right to access their child's PHI also may be restricted in situations when a legal entity, such as a court, intervenes and when a law does not require a parent's consent.

You may request a copy of our Notice at any time. For more information, or additional copies please send request to Melinda Bryant, 706 S College Ave Suite 101, Fort Collins, CO 80524, 970-682-2627.