

Lawrenceville Family Eyecare

HIPAA-Notice of Privacy Practices

Right to Notice

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

1. **Treatment-** We may use or disclose your health information to a physician or other healthcare provider providing treatment to you
2. **Payment-** We may use and disclose your health information to obtain payment for services we provide you.
3. **Health care Operations-** We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improve 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 you authorization (in writing) through our practice at any time.

Emergency Situations

In the event of your incapacity or an emergency situation, we will disclose health information to a family member, or another 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 healthcare.

Marketing

We will not use your health information for marketing communications without your written authorization.

Required by Law

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

Abuse or Neglect

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 you or other people's health or safety.

National Security

We may disclose the health information of Armed Forces personnel to the 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.

Appointment Reminders

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

Your Rights as a Patient

You 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 confidential communications regarding your protected health information.
- You have the right to inspect and copy your protected health information.
- You have the right to amend your protected health information.
- You have the right to receive an account of disclosures of your protected health information. (You have the right to receive a list of instances in which we disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities, for the last 4 years. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.)
- You have the right to a paper copy of this notice of privacy practices. We will charge a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter to the address at the end of this Notice. If you request copies, we will charge you an administrative fee of \$25.88 and for each page copied the fees are as follows: per page 1-20 \$0.97, per page 21-100 \$0.83, per page for pages over 100 \$0.66. Postage may be applied if you request them mailed to you. Contact us using the information listed at the end of this Notice for a full explanation of our fee structure.

Legal Requirements

Lawrenceville Family 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 to this site, or are available within our office.

Complaints

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

Contact Information

For Further information about Lawrenceville Family Eyecare privacy policies, please contact Dr. Kazem at the following address or phone number:

575 Professional Drive

Suite 100

Lawrenceville, GA. 30046

Phone (678)- 993-2020

I have read and understand the above _____

Date _____