

Meister Eye and Laser Center

The Eye Surgery Ctr of N Calif.

OUR PRIVACY PRACTICES

This brochure of our privacy practices and procedures explains how we will use your private health information we are required under HIPAA law to provide this information to you.

We understand that your medical information is personal to you, and we are committed to protecting the information about you. As our patient, we create medical records about your health, our care for you, and the services and/or items we provide to you as our patient. By law, we are required to make sure that your protected health information is kept private.

PERSONAL INFORMATION WE COLLECT

We need accurate, current health and insurance information about you so we can determine your insurance eligibility. We collect personal information that you provide to us on other forms and in interviews. In addition, we maintain information about your transactions with us, such as payment history. We obtain information from third parties and other health care providers.

Date of last revision: _____

Effective Date: Immediately



MELC/ESCNC

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MEISTER EYE & LASER CTR.
MEDICAL GROUP, INC.

ESCNC

*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*



INFORMATION WE MAY

DISCLOSE

We may share your personal financial and health information on a confidential basis only with authorized employees and third parties whose services are required to assure the highest level of care to you. Here are a few examples:

- ◆ For medical treatment
- ◆ To obtain payment for our services
- ◆ In emergency situations
- ◆ We will send reminder cards and leave appointment confirmation on answering machines
- ◆ For research/organ and tissue donations and to avert a serious threat to health or safety
- ◆ In response to certain requests arising out of lawsuits or other disputes.
- ◆ To run our practice more efficiently and ensure all our patients receive quality care.
- ◆ For workers compensation programs

We will not disclose any non-public personal information about you or about any other patients or former patients except as authorized by law, as described in this privacy notice or as otherwise communicated to you. Because we respect and share your concern for privacy, we will not provide your health information to anyone outside of our practice except as described above. We will notify you by mail if we make any changes in this privacy policy.

PROTECTION OF YOUR INFORMATION

Reasonable care will be taken to keep pertinent records current, complete and accurate. If you see any inaccuracy in your statements, or in any other communication from us, we would appreciate your assistance in making corrections by contacting us.

We will protect all information collected about you, and we will restrict access to your non-public personal information by maintaining physical, electronic and procedural safeguards. We will restrict access to protected data only to individuals who must use it in the performance of their job-related duties. Employees who violate our privacy policy will be subject to disciplinary action, which may include termination.

Above all, we value your trust and your confidence in our ability to manage and protect your important personal information.

IF YOU BELIEVE YOUR PRIVACY RIGHTS HAVE BEEN VIOLATED.

You may file a complaint with our privacy officer Theresa Lamb or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

YOU HAVE CERTAIN RIGHTS THESE RIGHTS INCLUDE:

- ◆ The right to inspect and copy records (a fee will be applied to copy records).
- ◆ The right to amend
- ◆ The right to an accounting of disclosures
- ◆ The right to request restrictions
- ◆ The right to a paper copy of this notice if this notice is received electronically
- ◆ The right to request confidential communications.

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