

## **YOUR RIGHTS**

**Restrictions** – you have the right to request restrictions on uses and disclosures that are permitted by law. The VitreoRetinal Eye Center has no obligations to agree to the restrictions.

**Communications** – you have the right to request The VitreoRetinal Eye Center to communicate with you by alternate means or alternate places and The VitreoRetinal Eye Center must accommodate such reasonable requests.

**Inspection** – you have the right to inspect and copy (for a fee) your medical records except for psychotherapy notes, information separately compiled for litigation purposes or separately obtained under a promise of confidentiality, and access that is barred by law. Access may also be denied if The VitreoRetinal Eye Center has reason to believe that access may endanger you or another person. If access is denied for safety reasons, you have the right to have that decision reviewed by an independent health care professional designated by The VitreoRetinal Eye Center for that purpose.

**Amendment** – you have the right to receive an accounting of all unauthorized disclosures and disclosures required by law including the date of disclosure, the name of the recipient, and a brief description of the disclosure.

**Complaints** – you have the right to file a complaint without fear of retaliation, if you believe your primary rights have been violated. A complaint may be filed with The VitreoRetinal Eye Center's Privacy Officer, Natalie Loyacano, at 962 Tommy Munro Dr., Suite B, Biloxi, MS 39532 (228-388-7000) or with the Secretary of the Department of Human Services, 200 Independence Ave. S.W., Washington, D.C. 20201.

## **THE VITREORETINAL EYE CENTER'S DUTIES**

The VitreoRetinal Eye Center has the duty to maintain the privacy of your protected health information through reasonable, physical, administrative, and technical safeguards, as well as, through the training and discipline of The VitreoRetinal Eye Center personnel. The VitreoRetinal Eye Center must also make reasonable efforts to mitigate any breach of privacy.

## **NOTICE OF PRIVACY RIGHT FOR PATIENTS**

The VitreoRetinal Eye Center is required by law to maintain the privacy of your protected health information and to provide you notice of our legal duties and privacy practices. The VitreoRetinal Eye Center will abide by the terms of this notice. We may change the terms of our notice at any time. Upon your request, we will provide you with any changes made. If you have any questions, please contact our Privacy Officer, Natalie Loyacano, at 228/388-7000.

### **THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCUSSED AND HOW TO GET ACCESS TO THIS INFORMATION.**

#### **PLEASE REVIEW CAREFULLY**

1. Uses and Disclosures

The VitreoRetinal Eye Center will not use or disclose your protected health information to any person without your express written authorization except for the purposes, which are permitted by law. The reasons for which disclosure is permitted include:

Treatment – for example, communicating your condition to a referred doctor for your plan of care or communication with family, caregivers and friends involved in your plan of care.

Payment – for example, providing an insurance company evidence of services rendered to you, which may include lab reports, clinical information, and/or diagnostic results.

Health Care Operations – for example, we may use your information in order to support business activities of your physician's practice.

Emergencies – for example, we may use your information in an emergency treatment situation, which will be dictated by your physician.

Other permitted and required uses and disclosures that may be made *Without Your Consent*.

Authorization or Opportunity to Object are:

- a. Required by law
- b. Public Health
- c. Communicable Diseases
- d. Health Oversight
- e. Abuse or Neglect
- f. Food or Drug Administration
- g. Legal Proceedings
- h. Law Enforcement
- i. Coroners, Funeral Directors, and Organ Donation
- j. Military Activity and National Security
- k. Workers Compensation
- l. Inmates