

Notice of Privacy Practices

Eye Life Institute complies with the law to ensure that your health and medical information is private and protected.

The Law Sets Rules and Limits on Who Can Look At and Receive Your Information

To make sure that your information is protected in a way that does not interfere with your health care, your information can be used and shared

- For your treatment and care coordination
- To pay doctors and hospitals for your health care and help run their businesses
- With your family, relatives, friends or others you identify who are involved with your health care or your health care bills, unless you object
- To make sure doctors give good care and nursing homes are clean and safe
- To protect the public's health, such as by reporting when the flu is in your area
- To make required reports to the police, such as reporting gunshot wounds
- Your health information cannot be used or shared without your written permission unless this law allows it. For example, without your authorization, your provider generally cannot:
 - give your information to your employer
 - use or share your information for marketing or advertising purposes
 - share private notes about your mental health counseling sessions

The Law Protects the Privacy of Your Health Information

Providers and health insurers who are required to follow this law must keep your information private by

- Teaching the people who work for them how your information may and may not be used and shared
- Taking appropriate and reasonable steps to keep your health information secure

Your Privacy Is Important to All of Us

Eye Life Institute feels that your health and medical information is private and should be protected.

Federal law

- Gives you rights over your health information
- Sets rules and limits on who can look at and receive your health information.

You should get to know these important rights, which help you protect your health information. You can ask your provider or health insurer questions about your rights. You also can learn more about your rights, including how to file a complaint, from the website at www.hhs.gov/ocr/hipaa/ or by calling 1-866-627-7748, the phone call is free.