

Texas Eye and Laser Center

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.

Understanding Your Health Record/Information This notice describes the practices of Texas Eye and Laser Center and that of its physicians with respect to your protected health information created while you are a patient at Texas Eye and Laser Center. Physicians and personnel of Texas Eye and Laser Center authorized to have access to your medical chart are subject to this notice. In addition, physicians of Texas Eye and Laser Center may share medical information with each other for treatment, payment or health care operations described in this notice.

We create a record of the care and services you receive at Texas Eye and Laser Center. We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. This notice applies to all of the records of your care at Texas Eye and Laser Center.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

Your Health Information Rights

Although your health record is the physical property of Texas Eye and Laser Center, the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information for treatment, payment, health care operations, and as to disclosures permitted to persons, including family members involved with your care and as provided by law. However, we are not required by law to agree to a requested restriction.
- Obtain a paper copy of this notice of protected health information practices.
- Inspect and request a copy of your health record as provided by law. You will be charged a fee in accordance with Texas state law.
- Request that we amend your health record as provided by law. We will notify you if we are unable to grant your request to amend your health record.
- Obtain an accounting of disclosures of your health information as provided by law.
- Request communication of your health information by alternative means or at alternative locations. We will accommodate reasonable requests.
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken in reliance on your authorization.

You may exercise your rights set forth in this notice by providing a written request, except for requests to obtain a paper copy of the notice to Texas Eye and Laser Center, Attn. Privacy Officer, 1872 Norwood Drive, Hurst, Texas 76054.

Our Responsibilities

In addition to the responsibilities set forth above, we are also required to:

- Maintain the privacy of your health information.
- Provide you with a notice as to our legal duties and privacy practices with respect to information we maintain about you.
- Abide by the terms of this notice.
- Notify you if we are unable to agree to a requested restriction on certain uses and disclosures

- We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain, including information created or received before the change. Should our information practices change we are not required to notify you, but we will have the revised notice available for you to request at Texas Eye and Laser Center location. The revised notice will also be posted at our office.
- We will not use or disclose your health information without your written authorization, except as described in this notice.

Examples of Disclosures for Treatment, Payment, Health Care Operations and As Otherwise Allowed By Law:

The following categories describe different ways that we use and disclose medical information. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information should fall within one of the categories.

We will use your health information for treatment.

For example: We may disclose medical information about you to doctors, nurses, technicians, medical students, or other personnel who are involved in taking care of you at Texas Eye and Laser Center. We may share medical information about you in order to coordinate different treatments, such as prescriptions, lab work, and x-rays. We may also provide your physician or a subsequent health-care provider with copies of various reports to assist in treating you once you are discharged from care at Texas Eye and Laser Center.

We will use your health information for payment.

For example: A bill may be sent to you or a third party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

We will use your health information for regular health care operations.

For example: We may use the information in your health record to assess the care and outcome in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the health care and services we provide.

We will use your health information as otherwise allowed by law. The following are some examples of how we may use or disclose medical information about you.

Business associates: There are some services provided in our organization through agreements with Business associates. Examples include answering services, consultants, and copy services. To protect your health information, however, we require business associates to appropriately safeguard your information.

Notification: We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care or payment of your care, your location, and general condition.

Research: We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to protect

the privacy of your health information.

Funeral directors: We may disclose health information to funeral directors consistent with applicable law to carry out their duties.

Organ procurement organizations: Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

Communications for treatment and health care operations: We may contact you by telephone or postcard to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Public health: As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Abuse, neglect or domestic violence: As required by law, we may disclose health information to governmental authority authorized by law to receive reports of abuse, neglect, or domestic violence.

Judicial, administrative and law enforcement purposes: Consistent with applicable law, we may disclose health information about you for judicial, administrative and law enforcement purposes.

Required or allowed by law: We will disclose medical information about you when required or allowed to do so by federal, state or local law.

For More Information or to Report a Problem If you have questions and would like additional information, you may contact Texas Eye and Laser Center Privacy Officer at (817) 540-6060. If you believe your privacy rights have been violated, you can contact the Secretary of Health and Human Services at:

Secretary of Health and Human Services 200 Independence Avenue, S. W.
Room 509F HHH Building
Washington, D.C. 20201

You may also contact us at:

Privacy Officer
Texas Eye and Laser Center
1872 Norwood Drive
Hurst, Texas 76054

A Patient's Bill of Rights

Texas Eye and Laser Center has a legal and ethical obligation to safeguard your patient rights and your protected health information. At all times, we strive to comply with the standards set forth in these documents: Please review them carefully.

These rights can be exercised on the patient's behalf by a designated surrogate or proxy decision maker if the patient lacks decision-making capacity is legally incompetent, or is a minor.

Source: American Medical Association, 1994.

The patient has the right to receive information from physicians and to discuss the benefits, risks, and costs of appropriate treatment alternatives. Patients should receive guidance from their physicians as to the optimal course of action. Patients are also entitled to obtain copies or summaries of their medical records, to have their questions answered, to be advised of potential conflicts of interest that their physicians might have, and to receive independent professional opinions.

1. The patient has the right to make decisions regarding the health care that is recommended by his or her physician. Accordingly, patients may accept or refuse any recommended medical treatment.
2. The patient has the right to courtesy, respect, dignity, responsiveness, and timely attention to his or her needs.
3. The patient has the right to confidentiality. The physician should not reveal confidential communications or information without the consent of the patient, unless provided for by law and the need to protect the welfare of the individual or the public interest.
4. The patient has the right to continuity of health care. The physician has an obligation to cooperate in the coordination of medically indicated care with other health care providers treating the patient. The physician may not discontinue treatment of a patient as long as further treatment is medically indicated, without giving the patient reasonable assistance and sufficient opportunity to make alternative arrangements for care.
5. The patient has a basic right to have available adequate health care. Physicians, along with the rest of society, should continue to work toward this goal. Fulfillment of this right is dependent on society providing resources so that no patient is deprived of necessary care because of an inability to pay for the care. Physicians should continue their traditional assumption of a part of the responsibility for the medical care of those who cannot afford essential health care. Physicians should advocate for patients in dealing with third parties when appropriate.
6. Please be informed that Dr. Brian Ranelle and Dr. Jerry Hu have a financial interest in Texas Eye Surgery Center.

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