

4i's Optical
NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and discloses how you can get access to this information.

Personal Health Information (PHI) is protected health information that individually identifies you and related to past, present and future health care or payment for such health care services. We are required by the federal privacy regulations to keep PHI about you private, give you this notice of our legal duties and privacy practices with respect to your PHI; and follow the terms of the Notice that are currently in effect.

Uses and Disclosures of PHI

- Treatment
- Payment
- Health Care Operations
- Persons Involved in Care
- Required by Law
- Abuse or Neglect
- National Security
- Appointment Reminders and Treatment Alternatives

We may only use and disclose PHI as generally described in this Notice or according to laws that apply to us. Other uses or disclosure of your PHI will be made only with your written permission, identified as an “authorization”.

Your Rights Regarding Personal Health Information

- Right to Inspect and Copy
- Right to Amend
- Right to an Accounting of Disclosure
- Right to Request Restrictions
- Right to Request Confidential Communication
- Right to a Paper Copy

Complaints

If you believe your privacy right has been violated, you may file a complaint with Dr. Perla Bermudez, O.D. Submit all complaints in writing to:

Dr. Perla Bermudez, O.D.
PO Box 1855
Alpine, TX 79831

Changes to this Notice

We may change the terms of this Notice and our privacy policies. If we make such changes, the new terms and policies will apply to all PHI that we currently have or receive in the future. The effective date of this notice and any revised Notice may be found at the bottom of this Notice.

If you have any questions regarding this Notice, please contact the Privacy Officer via e-mail at 4is_optical@att.net, telephone (432)837-3699 or mail Attention: Privacy Officer.

You must include your name, address, telephone number and a description of complaints or questions and we will respond.

Irrevocable Acknowledgment Signature

Revised 08/03/2017