

## NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW D'AMBROSIO EYE CARE, INC. MAY USE AND DISCLOSE YOUR HEALTHCARE INFORMATION AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY

D'Ambrosio Eye Care, Inc. is required by law to maintain the privacy of your protected health information. This information consists of all records related to your health, including demographic information, whether created by D'Ambrosio Eye Care, Inc. or received by D'Ambrosio Eye Care, Inc. from other healthcare providers.

We are required to provide you with notice of our legal duties and privacy practices with respect to your protected health information. These legal duties and privacy practices are described in this Notice. D'Ambrosio Eye Care, Inc. will abide by the terms of this Notice, or the Notice currently in effect at the time of the use or disclosure of your protected health information.<sup>1</sup>

D'Ambrosio Eye Care, Inc. reserves the right to change the terms of this Notice and make any new provisions effective for all protected health information that we maintain. Patients will be provided a copy of any revised Notices upon request. An individual may obtain a copy of the current Notice from our office at any time.

### Uses and Disclosures of Your Protected Health Information not Requiring Your Consent

D'Ambrosio Eye Care, Inc. may use and disclose your protected health information, without your written consent or authorization, for certain treatment, payment, healthcare operations, and when your protected health information is needed in an emergency treatment situation. In this event, information may be disclosed only to healthcare providers treating you. There are certain restrictions on uses and disclosures of treatment records, which include registration and all other records concerning individuals who are receiving, or who at any time have received services for mental illness, developmental disabilities, alcoholism, or drug dependence. There are also restrictions on disclosing HIV test results.

### Treatment may include:

- Providing, coordinating, or managing healthcare and related services by one or more healthcare providers;
- Consultations between healthcare providers concerning a patient;
- Referrals to other providers concerning a new patient;
- Referrals to nursing homes, foster care homes, or home health agencies.

For example, D'Ambrosio Eye Care, Inc. may determine that you require the services of a specialist. In referring you to another doctor, D'Ambrosio Eye Care, Inc. may share or transfer your healthcare information to that doctor.

### Payment activities may include:

- Activities undertaken by D'Ambrosio Eye Care, Inc. to obtain reimbursement for services provided to you;
- Determining your eligibility for benefits or health insurance coverage;
- Managing claims and contacting your insurance company regarding payment;
- Collection activities to obtain payment for services provided to you;
- Reviewing healthcare services and discussing with your insurance company the medical necessity of certain services or procedures, coverage under your health plan, appropriateness of care, or justification of charges;
- Obtaining pre-certification and pre-authorization of services to be provided by you.

For example, D'Ambrosio Eye Care, Inc. will submit claims to your insurance company on your behalf. This claim identifies you, your diagnosis, and the services provided by you.

### Healthcare operations may include:

- Contacting healthcare providers and patients with information about treatment alternatives;
- Conducting quality assessment and improvement activities;
- Conducting outcome evaluation and development of clinical guidelines;
- Protocol development, case management, or care coordination;
- Conducting and arranging for medical review, legal services, and auditing functions;
- Disclosures to business associates and their subcontractors who perform health care operations for us and who commit to respect the privacy of your health information in accordance with HIPAA.

For example, D'Ambrosio Eye Care, Inc. may use your diagnosis, treatment and outcome information to measure the quality of the services that we provide, or assess the effectiveness of your treatment when compared to patients in similar situations.

D'Ambrosio Eye Care, Inc. may contact you, by telephone or mail, to provide appointment reminders. You must notify us if you do not wish to receive appointment reminders.

We may disclose your protected health information to family members or friends who may be involved with your treatment or eye care without your permission. Health information may be released without written permission to a parent, guardian, or legal custodian of a child; the guardian of an incompetent adult; the healthcare agent designated in an incapacitated patient's healthcare power of attorney; or the personal representative or spouse of a deceased patient. Upon your death, we may disclose to your family members or to other persons who were involved in your care or payment for healthcare prior to your death (such as your personal representative) health information relevant to their involvement in your care unless doing so is inconsistent with your preferences as expressed to use prior to your death.

There are additional situations when D'Ambrosio Eye Care, Inc. is permitted or required to use or disclose your protected health information without your consent or authorization. Examples include the following:

- **As permitted or required by law.**  
In certain circumstances we may be required to report individual health information to legal authorities, such as law enforcement officials, court officials or government agencies. For example, we may have to report abuse, neglect, domestic violence or certain physical injuries. We are required to report gunshot wounds or any other wound to law enforcement officials if there is reasonable cause to believe the wound occurred as a result of a crime. Mental health records may be disclosed to law enforcement authorities for the purpose of reporting an apparent crime on our premises.
- For public health activities.

<sup>1</sup>This Notice is prepared in accordance of the Health Insurance Portability and Accountability Act.

We may release healthcare records, with the exception of treatment records, to certain government agencies or public health authority authorized by law, upon receipt of written request from that agency. We are required to report positive HIV test results to the state epidemiologist. We may also disclose HIV test results to other providers or persons when there has been or will be risk exposure.

We may report to the state epidemiologist the name of any person known to have been significantly exposed to a patient who tests positive for HIV. We are required by law to report suspected child abuse and neglect and suspected abuse of an unborn child, but cannot disclose HIV test results in connection with the reporting of prosecution of alleged abuse or neglect. We may release healthcare records, including treatment records and HIV test results, for the purpose of reporting elder abuse or neglect, provided the subject of the abuse or neglect agrees, or if necessary to prevent serious harm. Records may be released for the reporting of domestic violence if necessary to protect the patient or community from imminent and substantial danger.

- For health oversight activities.

We may disclose healthcare records, including treatment records, in response to a written request by any federal or state governmental agency to perform legally authorized functions, such as management audits, financial audits, program monitoring and evaluation, and facility or individual licensure or certification. HIV test results may not be released to federal or state governmental agencies, without written permission, except to the state epidemiologist for surveillance, investigation, or to control communicable diseases.

- Judicial and Administrative Proceedings.

Patient healthcare records, including treatment records and HIV test results, may be disclosed pursuant to a lawful court order. A subpoena signed by a judge is sufficient to permit disclosure of all healthcare records except for HIV test results.

- For activities related to death.

We may disclose patient healthcare records, except for treatment records, to a coroner or medical examiner for the purpose of completing a medical certificate or investigating a death. HIV test results may be disclosed under certain circumstances.

- For research.

Under certain circumstances, and only after a special approval process, we may use and disclose your health information to help conduct research.

- To avoid a serious threat to health and safety.

We may report a patient's name and other relevant data to the Department of Transportation if it believed the patient's vision or physical or mental condition affects the patient's ability to exercise reasonable or ordinary control over a motor vehicle. Healthcare information, including treatment records and HIV test results, may be disclosed where disclosure is necessary to protect the patient or community from imminent and substantial danger.

- For workers' compensation.

We may disclose your health information to the extent such records are reasonably related to any injury for which workers compensation is claimed.

#### Uses and Disclosures of Your Protected Health Information Requiring Your Consent

D'Ambrosio Eye Care, Inc. will not make available without your authorization for the following specific uses:

- Marketing Activities - We must obtain your authorization prior to using or disclosing any of your health information for marketing purposes.
- Sale of health information - We do not currently sell or plan to sell your health information.
- Psychotherapy notes - Although we do not create or maintain psychotherapy notes on our patients we are required to notify you that we generally must obtain your authorization prior to using or disclosing any such notes.

D'Ambrosio Eye Care, Inc. will not make any other use or disclosure of your protected health information without your authorization. You may revoke such authorization at any time, except to the extent that D'Ambrosio Eye Care, Inc. has taken action in reliance thereon. Any revocation must be in writing.

#### Your Rights Regarding Your Protected Health Information

You are permitted to request that restrictions be placed on certain uses or disclosures of your protected health information by D'Ambrosio Eye Care, Inc. to carry out treatment, payment, or health care operations and is not otherwise required by law and such information pertains solely to a healthcare item or service for which you have paid in full (or for which another person than the health plan have paid in full on your behalf). You must request such a restriction in writing. Also, a restriction would not apply when we are required by law to disclose certain healthcare information.

You have the right to review and or obtain a copy of your health care records, with the exception of psychotherapy notes or information compiled for use (or in anticipation for use) in a civil, criminal, or administrative action or proceeding. D'Ambrosio Eye Care, Inc. may deny an access under other circumstances, in which case you have the right to have such a denial reviewed. We may charge a reasonable fee for copying your records.

You may request that D'Ambrosio Eye Care, Inc. send protected health information, including billing information, to you by alternative means, or by alternative locations. You may also request that D'Ambrosio Eye Care, Inc. not send information to a particular address or location or contact you at a specific location, perhaps your place of employment. This request must be submitted in writing. We will accommodate reasonable requests by you.

You have the right to request that D'Ambrosio Eye Care, Inc. amend portions of your health care records, as long as such information is maintained by us. You must submit this request in writing and under certain circumstances the request may be denied.

You may request to receive an accounting of the disclosures of your protected health information made by D'Ambrosio Eye Care, Inc. for the six years prior to the date of the request, beginning with disclosures made after April 14, 2003. We are not required however, to record disclosures we make pursuant to a signed consent or authorization.

You may request and receive a paper copy of this notice, if you had previously received or agreed to receive the notice electronically.

Any person may file a complaint with D'Ambrosio Eye Care, Inc. and/or the secretary of Health and Human Services if they believe their privacy rights have been violated. To file a complaint with D'Ambrosio Eye Care, Inc., please contact the Security Privacy Officers at the following:

Security Privacy Officers - D'Ambrosio Eye Care, Inc.  
479 Old Union Turnpike  
Lancaster, MA 01523  
978-537-3900

It is the policy of D'Ambrosio Eye Care, Inc. that no retaliatory action will be made against any individual who submits or conveys a complaint of suspected or actual non compliance or violation of the privacy standards.