



TREVINO EYE CLINIC & OPTICAL
1006 E HILLSIDE RD
LAREDO, TX 78041
(956) 724-7179

This Notice describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information.

NOTICE OF PRIVACY PRACTICES

UNDERSTANDING YOUR MEDICAL RECORD/HEALTH INFORMATION

Each time you visit Trevino Eye Clinic & Optical, a record of your visit is made. Typically, this record contains information about your visit including examination, diagnosis, test results, and treatment as well as other pertinent health data.

This information, often referred to as your health or medical record, serves as a basis for planning your care and treatment, a means of communication with other health professionals involved in your care, a legal document outlining and describing the care you received, a tool that you, or another payer (your insurance company) will use to verify that services billed were actually provided, a source for medical research, a Basis for public health officials who might use this information to assess and /or improve state as well as national health standards, a source of data for planning and/or marketing, a Toll that we can reference to ensure the highest quality of care and patient satisfaction. Understanding what is in your record and how your health information is used helps you to ensure its accuracy, determine what entities have access to your health information, and make an informed decision when authorizing the disclosure of this information to other individuals.

YOUR RIGHTS - You have certain rights under the federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of your protected health information
- The right to receive confidential communications concerning your medical condition and treatment
- The right to inspect and copy your protected health information
- The right to amend or submit corrections to your protected health information
- The right to receive an accounting of how and to whom your protected health information has been disclosed
- The right to receive a printed copy of this Notice

OUR RESPONSIBILITIES - Trevino Eye Clinic & Optical is required to:

- Maintain the privacy of your health information
- Provide you with this Notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
- Abide by the terms of this Notice
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have regarding communication of health information via alternative means and locations

As permitted by law, we reserve the right to amend/modify our privacy policies and practices. These changes in our policies and practices may be required by change in federal and state law regulations. Whatever the reasons for these revisions, we will provide you with a revised notice on your next office visit. The revised policies and practices will be applied to all protected health information that we maintain. We will not use or disclose your health information without your authorization, except as described in this Notice. We will also discontinue using, or disclosing your health information after we have written revocation of the authorization according to procedures included in the authorization.

HOW WE MAY USE AND/OR DISCLOSE YOUR HEALTH INFORMATION

We will use your health information for treatment. Your health information may be used by staff members or may be disclosed to other healthcare professionals for the purpose of evaluating your health diagnosis, medical conditions, and providing treatment.

We will use your information for payment. Your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated in order to pay for the service rendered to you.

We will use your information for regular health operations. Your health information may be used as necessary to support the day-to-day activities and management of Trevino Eye Clinic & Optical.

Business Associates. In some instances, we have contracted separate entities to provide services to us. These “associates” require your health information in order to accomplish the tasks that we ask them to provide. Some examples of these “business associates” might be a billing service, collection agency, answering service, and computer software/hardware provider.

Communication with family. Due to the nature of our field, we will use our best judgment when disclosing health information to a family member, other relatives, or any other person that is involved in your care or that you have authorized to receive this information. Please inform the practice when you do not wish a family member or other individual to have authorization to receive your information.

Research/Teaching/Training. We may use your medical information for the purpose of research, teaching, or training, however; no demographics will be given.

Healthcare Oversight. Federal law requires us to release your information to an appropriate health oversight agency, public health authority or attorney, or other federal/state appointee if there are circumstances that require us to do so.

Public Health Reporting. Your health may be disclosed to public health agencies as required by law.

Law enforcement. Your health information may be disclosed to law enforcement agencies, without your permission to support government audits and inspection, to facilitate law enforcement investigations, and to comply with government mandate reporting.

Appointment reminders. The practice may use your information to remind you about upcoming appointments. Typically, a brief, non-specific message may be left on your answering machine, mail, or postcard. If you do not approve of these methods, or if you prefer alternative methods, please inform the practice.

Other uses and disclosures. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke authorization will not affect or undo any use of disclosure occurred before you notified us of your decision.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have complaints, questions or would like additional information regarding this Notice or the privacy practice of Trevino Eye Clinic & Optical, please contact

Privacy Officer:

Tina Trevino

Office Administrator

(956)724-7179

I have read this Notice of Privacy Practices which informs me of my rights as a patient.

SIGNATURE

Print Patient NAME

DATE

If you believe that your privacy rights have been violated, please contact the aforementioned practice Privacy Official, or, you may file a complaint with the Office For Civil Rights, U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint with either the practice’s Privacy Official or with the Office For Civil Rights.

**OFFICE FOR CIVIL RIGHTS U.S.
Department of Health and Human
Services 200 Independence
Avenue, S.W. Room 509F, HHH
Building Washington, D. C. 20201**