



RETINA ASSOCIATES OF KENTUCKY

Notice of Privacy Practices

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.

At Retina Associates of Kentucky, we are committed to protecting the security and privacy of your personal information. Our goal is to take appropriate steps to attempt to safeguard any medical or other personal information that is provided to us. The Privacy Rule under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) requires us to : (i) maintain the privacy of medical information provided to us; (ii) provide notice of our legal duties and privacy practice; and (iii) abide by the terms of our Notice of Privacy Practices currently in effect.

WHO WILL FOLLOW THIS NOTICE

This notice describes the practices of our employees and staff as well as business associates. In addition, these individuals, entities, sites and location may share medical information with each other for treatment, payment and health care operation purposes described in this notice.

INFORMATION COLLECTED ABOUT YOU

In the ordinary course of receiving treatment and health care services from us, you will be providing us with personal information such as:

- Your name, address, and telephone number
- Information relating to your medical history
- Your insurance information and coverage
- Information concerning your doctor, nurse or other medical providers
- Emergency contacts and telephone numbers

In addition, we will gather certain medical information about you and will create a records of the care provided to you. Some information also may be provided to us by other individuals or organizations that are part of you “circle of care” – such as the referring physician, your other doctors, your health plan, and close friends or family members.

HOW WE MAY USE AND DISCLOSE INFORMATION ABOUT YOU

Medical records are the property of Retina Associates of Kentucky, kept in a secure location, and are accessed for only purposes outlined in this notice. We may use and disclose personal and identifiable health information about you for a variety of purposes. All of the types of uses and disclosures of information are described below, but not every use or disclosure in a category is listed.

Required Disclosures.

We are required to disclose health information about you to the Secretary of Health and Human Services, upon request, to determine our compliance with HIPAA and to you, in accordance with your rights to access and right to receive an accounting of disclosure, as described below.

For Treatment.

We may use health information about you in your treatment. For example, we may use your medical history, such as any presence or absence of diabetes, to assess the health of your eyes.

For Payment.

We may use and disclose health information about you to bill for our services and to collect payment from you or your insurance company. For example, we may need to give a payer information about your current medical condition so that it will pay us for the eye examinations or other services that we have furnished you.

For Health Care Operations.

We may use and disclosure information about you for the general operation of our business. For example, we sometimes arrange for auditors or other consultants to review our practices, evaluate our operation, and tell us how to improve our services. Or, for example, we may use and disclosure your health information to review the quality of services provided to you.

Public Policy Uses and Disclosures.

There are a number of public policy reasons why we may disclose information about you which are described herein.

We may disclose health information about you when we are required to do so by federal, state, or local law.

We may disclose protected health information about you in connection with certain public health reporting activities. For instance, we may disclose such information to a public health authority authorized to collect or receive protected health information for the purpose of preventing or controlling disease, injury or disability, or at the direction of a public health authority, to an official of a foreign government agency that is acting in collaboration with a public health authority. Public health authorities include state health departments, the Center for Disease Control, the Food and Drug Administration, the Occupational Safety and Health Administration and the Environmental Protection Agency, to name a few.

We are also permitted to disclose protected health information to public health authority or other government authority authorized by law to receive reports of child abuse or neglect. Additionally we may disclose protected health information to a person subject to the Food and Drug Administration's power for the following activities: to report adverse events, product defects or problems, or biological product deviations; to track products; to enable product recalls; repairs or replacements; to conduct Post-marketing surveillance.

We may also disclose a patient's health information to a person who may have been exposed to a communicable disease or to an employer to conduct an evaluation relating to a medical surveillance of the workplace or to evaluate whether an individual has a work-related illness or injury.

We may disclose a patient's health information where we reasonably believe a patient is a victim of abuse, neglect or domestic violence and the patient authorizes the disclosure or it is required or authorized by law.

We may disclose health information about you in connection with certain health oversight activities of licensing and other health oversight agencies which are authorized by law. Health oversight activities include audit, investigation, inspection, licensure or disciplinary actions, and civil, criminal or administrative proceedings or actions of any other activity necessary for the oversight of 1) the health care system, 2) governmental benefit programs for which health information is relevant to determining beneficiary eligibility, 3) entities subject to governmental regulatory programs for which health information is necessary for determining compliance.

We may disclose your health information as required by law, including in response to a warrant, subpoena, or other order of a court or administrative hearing body or to assist law enforcement to identify or locate a suspect, fugitive, material witness or missing person. Disclosures for law enforcement purposes also permit use to make disclosures about victims of crimes and the death of an individual, among others.

We may release a patient's health information 1) to a coroner or medical examiner to identify a deceased person or determine the cause of death and 2) to funeral directors.

We also may release your health information to organ procurement organizations, transplant centers, and eye or tissue banks, if you are an organ donor.

We may release your health information to worker's compensation or similar programs, which provide benefits for work-related injuries or illness with regard to fault.

Health information about you also may be disclosed when necessary to prevent a serious threat to your health and safety or the health and safety of others.

We may use or disclose certain health information about your condition and treatment for research purposes where an Institution Review Board or a similar body referred to as a Privacy Board determines that your privacy interest will be adequately protected in the study. We may also use and disclose your health information to prepare or analyze a research protocol and for other research purposes.

If you are a member of the Armed Forces, we may release health information about you for activities deemed necessary by military command authorities. We also may release health information about foreign military personnel to their

appropriate foreign military authority. We may disclose your protected health information for legal or administrative proceedings that involve you. We may release such information upon order of a court or administrative tribunal.

We may also release protected health information in the absence of such an order and in response to discovery or other lawful request, if efforts have been made to notify you or secure a protective order.

If you are an inmate, we may release protected health information about you to a correctional institution where you are incarcerated or to law enforcement officials in certain situations such as where the information is necessary for your treatment, health or safety, or the health or safety of others.

Finally, we may disclose protected health information for national security and intelligence activities and for the provision of protective service to the President of the United States and other officials or foreign heads of state.

Our Business Associates.

We sometimes work with outside individuals and businesses that help us operate our business successfully. We may disclose your health information to these business associates so that they can perform the tasks that we hire them to do. Our business associates must promise that they will respect the confidentiality of your personal and identifiable health information.

Retina Associates of Kentucky has a training program and sometimes physicians, students, or other business professional may observe your exam or procedure for educational reasons.

All images or videos taken or acquired during visits or surgery may be shared with other healthcare professionals for teaching and publications. No protected health information (PHI) will be associated with the images.

Disclosures to Persons Assisting in Your Care or Payment for Your Care.

We may disclose information to individuals involved in your care or in the payment of your care. This includes people and organizations that are part of your "Circle of Care" such as your spouse, your other doctors, or an aide who may be providing services to you. We may also use and disclose health information about a patient for disaster relief efforts and to notify persons responsible for a patient's care about a patient's location, general condition or death. Generally we will obtain your verbal agreement before using or disclosing health information in this way. However under certain circumstances, such as in an emergency situation, we may make these uses and disclosures without your agreement. [To the extent another state or federal law restricts the ability of the practice to use or disclose protected health information as discussed above, the descriptions must reflect the more stringent law].

Appointment Reminders

We may use and disclose personal information to contact you as a reminder that you have an appointment or that you should schedule an appointment. The answering machine or emergency contacts may be utilized for these reminders. I understand that Retina Associates of Kentucky may use postcards to notify me of appointments or other pertinent information.

Treatment Alternatives

We may use and disclose your personal health information in order to tell you about or recommend possible treatment options, alternatives or health-related services that may be of interest to you.

Other Uses and Disclosures of Personal Information

We are required to obtain written authorization from you for any other uses and disclosures of medical information other than those described above, including for marketing or the sale of protected health information. If you revoke your permission, we will no longer use and disclose personal information about you for the reasons covered by your written authorization, except to the extent we have already relied on your original permission.

INDIVIDUAL RIGHTS

You are entitled to one free copy of your medical records only after an authorization for release is signed.

You have the right to ask for restrictions on the ways we use and disclose your health information for treatment, payment and health care operation purposes. We will consider your request, but we are not required to accept it. You may also request that we limit our disclosures to persons assisting in your care or payment for your care, including to health plans if 1) the disclosure is for the purpose of carrying out payment or health care operations and is not

otherwise required by law and 2) the protected health information pertains solely to a health care item or service for which you have paid for in full, out-of-pocket.

You have the right to request that you receive communications containing your protected health information from us by alternative means or at alternative locations. For example, you may ask that we only contact you at home or by mail.

Except under certain circumstances, you have the right to inspect and copy medical, billing and other records used to make decisions about you. If you ask for copies of this information, we may charge you a fee for copying and mailing.

If you believe that information in your records is incorrect or incomplete, you have the right to ask us to correct the existing information or add missing information. Under certain circumstances, we may deny your request, such as when the information is accurate and complete.

You have the right to receive a list of certain instances when we have used or disclosed your medical information. We are not required to include in the list uses and disclosures for your treatment, payment for services furnished to you, our health care operations, disclosures to you, or disclosures before April 14, 2003, among others.

If you ask for this information from us more than once every twelve months, we may charge you a fee.

You have the right to a copy of this notice in paper form. You may ask us for a copy at any time. To exercise any of your rights, please contact us in writing at:

Retina Associates of Kentucky
Attn: Privacy Officer
120 North Eagle Creek Drive, Suite 500
Lexington, KY 40509

When making a request for amendment, you must state a reason for making the request.

Breach Notifications

It is our duty to notify any affected individuals following a breach of unsecured protected health information.

Changes to this Notice

We reserve the right to make changes to this notice at any time. We reserve the right to make changes to this notice effective for personal health information we have about you as well as any information we receive in the future. In the event there is a material change to this notice, the revised notice will be posted. In addition, you may request a copy of the revised notice at any time.

Complaints / Comments

If you have any complaints concerning our privacy practices, you may contact the Secretary of the Department of Health and Human Services at 200 Independence Avenue, S.W., Room 509F, HHH Building, Washington, D.C. 20201 (Email: ocrmail@hhs.gov). You also may contact us at:

Retina Associates of Kentucky
120 North Eagle Creek Drive, Suite 500
Lexington, KY 40509
(859) 263-3900

YOU WILL NOT BE RETALIATED AGAINST OR PENALIZED BY US FOR FILING A COMPLAINT.

To obtain more information concerning this notice, you may contact our Privacy Officer at (859) 263-3900, 120 North Eagle Creek Drive, Suite 500, Lexington, KY 40509.

This notice is effective as of April 14, 2003 and has been revised April 28, 2005, September 18, 2013 and December 5, 2017.