

# Fairfax Optometric Center - Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW PROTECTED MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

FOC is permitted to make uses and disclosures of protected health information of:

- a. **Treatment** – i.e.; ordering and obtaining off site tests/results, writing prescriptions, contact lens and glasses order forms, etc.
- b. **Payment** – i.e.; submitting insurance claims on your behalf for treatment rendered.
- c. **Health Care Operations** – i.e.; internal business planning activities and quality of care evaluation.

FOC is permitted or required, under specific circumstances, to use or disclose protected health information without the individual's written authorization, including, but not limited to:

- a. **Disclosure required by law.**
- b. **Disclosure to avert serious threats to health or safety.**
- c. **Disclosure with references to workers' compensations.**

Other uses and disclosures will be made only with the individual's written authorization, and the individual may revoke such authorization. (Please see attached forms for identifying persons to whom you would like to allow disclosures of otherwise protected information).

FOC may contact the individual to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual or patient. FOC will routinely contact patients via telephone at home and/or work and, unless otherwise requested, may leave messages on the appropriate voice mail or answering services regarding appointments, notice of received glasses and/or contact lenses, etc.

The individual had the following rights regarding protected health information:

- a. The right to request restrictions on certain uses and disclosures of protected health information. FOC is not required to agree to a requested restriction, however.
- b. The right to receive confidential communications of protected health information, as applicable.
- c. The right to inspect and copy protected health information, as provided in the Privacy Regulation.
- d. The right to amend protected health information, as provided in the Privacy Regulation.
- e. The right to receive an accounting of disclosures of protected health information.
- f. The right to obtain a paper copy of the notice from the covered entity upon request. This right extends to an individual who has agreed to receive the notice electronically.

FOC is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and privacy practices with respect to protected health information. FOC is required to abide by the terms of the notice currently in effect.

FOC reserves the right to change the terms of this notice. The new notice provisions will be effective for all protected health information that it maintains. FOC will provide individuals or patients with a revised notice by posting new regulations in our office.

Individuals may complain to FOC to the Secretary of the Department of Health and Human Services, without fear of retaliation by the organization, if they believe their privacy rights have been violated. FOC's contact person for matters relating to complaints is:

Fairfax Optometric Center Privacy Official  
10721 Main St. Suite 2400  
Fairfax, VA 22030  
Phone: (703) 385-9699