

**HIPAA Notice of Privacy Practices for the office of TLC Optometry Inc**

*“Here at TLC Optometry, we are committed to giving you the best care possible, and for this reason, we will be following these standards”*

<u>Patient Rights</u>	<u>90 Days Office Policy</u>
<p>This new law is careful to describe that you have the following rights related to your health information:</p> <ul style="list-style-type: none"> <li>• Restrictions</li> <li>• Confidential Communications</li> <li>• Inspect and Copy Your Health Information</li> <li>• Amend Your Health Information</li> <li>• Request a Detailed Paper Copy of this Notice</li> </ul> <p>How your HEALTH INFORMATION may be used:</p> <ul style="list-style-type: none"> <li>• To Provide Treatment</li> <li>• To Conduct Health Care Operations</li> <li>• In Patient Reminders</li> <li>• Abuse or Neglect</li> <li>• Public Health and National Security</li> <li>• Family, Friends, and Caregivers</li> <li>• For Law Enforcement</li> <li>• Authorization to Use or Disclose Health Information</li> </ul> <p><b>This Notice was published and becomes effective on/or before April 14, 2013.</b></p> <p><b>We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to protected health information. If you have any questions, in regard to this form, please ask to speak to our HIPAA Compliance Office in person or by phone.</b></p>	<p>Any office visit or follow up appointments (including glasses and/or contact lens follow-ups) after 90 days will be assessed an office visit fee of \$35 per visit.</p> <p><b><i>For Contact Lens Wearers:</i></b></p> <p>Today the doctor has fitted you with a pair of Trial Lenses*. Upon the doctor request, we will be scheduling you for a follow-up exam. It is important that we see you in one to two weeks for your follow-up exam. At this time the doctor will reevaluate and/or finalize your contact lens prescription and you will be able to purchase contacts from Costco Optical Department, or any other Optical location of your choosing. If you fail to keep your follow-up appointment, you have no more than 90 days to contact us and reschedule your appointment. If you fail to come back into our office within the 90 day follow-up period, you will be charged the office visit fee listed above.</p> <p>*Trial lenses are used for diagnostic purposes, to evaluate the fit and clarity of vision during use. They are not meant for long-term use. You are expected to purchase new contacts after the doctor finalizes your prescription. Please throw lenses away within the recommended amount of time.</p>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read the above and understand. If you would like a copy of this form or the detailed HIPAA form, please let us know and we will be happy to give you a copy.*