

# NOTICE OF PRIVACY PRACTICE

Effective April 14, 2003

Humble TSO (281) 446-8921

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.

We are required by law to maintain the privacy of your health information. We are also required to provide you with this notice of our legal duties and our privacy practices with respect to your health information. We must abide by the terms of this notice while it is in effect, but we reserve the right to change the terms of our privacy notices. If we make a change, it is effective for all of the health information in our files, and we will notify you of the availability of any revisions if /when you come in for treatment. You may request a paper copy of this notice even if you have previously received an electronic copy.

This notice is posted in the waiting area and is also posted on the TSO website at [www.tso.com](http://www.tso.com).

## I. Uses and Disclosures of Health Information

### A. Examples of permitted uses and disclosures of your health care information that we may make without your authorization:

1. Disclosure of your health information to another eye care provider, or a hospital, etc., if necessary to refer you to them for diagnosis, assessment, or treatment of your eye condition or to write or fill a prescription for you.
2. Disclosure of your examination and treatment records and your billing records to another party (i.e. your insurance company), if they are potentially responsible for the payment of your services.
3. Use of any information in your file for quality control purposes or any other administrative purposes needed to run our practice.
4. Use of your name, address, phone number, and your clinical records in order to provide appointment reminders, treatment alternatives, or other eye care related information that may be of interest to you (i.e. test results). If you are not at home to receive an appointment reminder, a message may be left on your answering machine and/or mailed.
5. To provide eye care services to you in an emergency.
6. When we believe that you intend for us to provide care.
7. Training programs in which staff, students, or trainees learn under supervision to practice or improve their skills as eye care providers.
8. Fundraising - to raise money for our own benefit.

### B. Other examples of types of uses and disclosures we are permitted to make without your written authorization include:

1. Secretary of the U.S. Department of Health and Human Services. For the Secretary to investigate issues and determine our compliance with federal privacy requirements.
2. Required by Law. When we are required to do so by federal, state, or local law.
3. Public Health Activities. Your exposure to a communicable disease.
4. Health Oversight Activities. An investigation of a provider's conduct to a state licensing board official.
5. Cadaveric Organ, Eye or Tissue Donation.
6. To Avert a Serious Threat to Health or Safety. Assisting law enforcement authorities in identifying or apprehending an individual.
7. Coroners, Medical Examiners, and Funeral Directors. To a coroner or medical examiner for the purposes of identifying you should you die.
8. Research.
9. Abuse, Neglect, or Domestic Violence.
10. Judicial and Administrative Proceedings. For responses to court orders or subpoenas.
11. Workers' Compensation. For the purpose of processing and adjudicating workers' compensation claims.
12. For Specialized Government Functions. If the individual is a member of the military as required by military authorities. This would also include releases for foreign military personnel. To federal officials for national security reasons as authorized by law.
13. Law Enforcement Purposes.
14. Planning of Health Care Services. To assist local health partnerships established by law to plan and ensure health care services.
15. Correctional Institutions.

In addition to the above, Section 181 of Texas SB 11 also allows use and disclosure relative to financial institutions for the processing of payments, non-profit organizations that pays for health care services or prescription drugs for an indigent person only if the agency's primary business is not the provision of health care or reimbursement for health care services.

*Please ask the Front Desk for a complete version of our Notice of Privacy Practices.*