POLSINELLI
OPTOMETRY

HIPAA INFORMATION AND CONSENT FORM

The Health Insurance Portability and Accountability Act (HIPAA) provides safeguards to protect your privacy. Implementation of HIPAA requirements officially began on April 14, 2003. The following is a brief user friendly version of the law. A more complete text is available upon request.
What this is all about: Specifically, there are rules and restrictions on who may see or be notified of your Protected Health Information (PHI). These restrictions do not include the normal interchange of information necessary to provide you with office services. HIPAA provides certain rights and protections to you as the patient. We balance these needs with our goal of providing you with quality professional service and care. Additional information is available from the U.S. Department of Health and Human Services at www.hhs.gov.

We have adopted the following policies:

1. Patient information will be kept confidential except as is necessary to provide services or to ensure that all administrative matters related to your care are handled appropriately. This specifically includes the sharing of information with other healthcare providers, laboratories, and health insurance payers as necessary and appropriate. Patient files may be stored in enclosed file folders or as electronic data. During the normal course of care, the files may be left temporarily in administrative areas such as the front desk, back office and examination rooms. Your records will not be available to persons other than office staff. You agree to standard procedures utilized within the office for the handling of charts, patient records, PHI and other documentation or information.
2. It is the policy of this office to remind patients of their appointments. We may do this by telephone, email, US mail, or by any other means convenient for the practice and/or as requested by you. We may send you other communications informing you of changes to the policy and new technology that you may find valuable or informative.
3. The practice utilizes a number of vendors in the conduct of business. These vendors may have access to PHI but must agree to abide by the confidentiality of HIPAA.
4. You understand and agree to inspections of the office and review of documents which may include PHI by government agencies or insurance payers in normal performance of their duties.
5. You agree to bring any concerns or complaints regarding privacy to the attention of the office manager or the doctor.
6. Your confidential information will not be used for the purposes of marketing or advertising of products, goods or services other than those provided by our office.
7. We agree to provide patients with access to their records in accordance with state and federal laws.
8. We may change, add, delete or modify any of these provisions to better serve the needs of both the practice and the patient.
9. You have the right to request restrictions in the use of your protected health information and to request change in certain policies used within the office concerning your PHI. However, we are not obligated to alter internal policies to accommodate your request.

I, (print name) **____, do hereby consent and acknowledge my agreement to the terms set forth in the HIPAA INFORMATION AND CONSENT FORM and to any subsequent changes in office policy. I understand that this consent shall remain in effect from this time forward.**

Signature: ____ Date: ______________________________