



## *Griffeth Vision Group HIPAA Notice of Privacy Practices*

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION.

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or healthcare operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, which includes demographic information, that may identify you and relates to your past, present or future physical or mental health and related health care services.

We reserve the right to change the terms of this notice and will inform you of any changes. You have the right to object or withdraw as provided within this notice. Those changes may apply to any of your protected health information we maintain.

You may obtain a copy of our Notice of Privacy Practices at any time by contacting us:

Griffeth Vision Group  
2376 N. 400 E. Suite 101  
Tooele, UT 84074  
Ph (435) 843-8333  
Fax (435) 843-8334

### USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

Your protected health information/complete medical record may be used and disclosed by Griffeth Vision Group and others outside of our office that are involved in your care and treatments purposes of providing healthcare services to you, for payment of you healthcare bills, to support operation of the Griffeth Vision Group practice and any other use required by law.

#### Treatment

We will use and disclose your protected health information/complete medical record to provide, coordinate or manage your health care and any related services. This includes coordination or management of your healthcare with a third party. For example, your healthcare information may be provided to a physician to whom you have been referred to ensure that the physician has all necessary information to treat you.

*Office (435) 843-8333 • fax (435) 843-8334  
2376 North 400 East, Suite 101  
Tooele, Utah 84074*

# *Griffeth Vision Group*

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### Payment

Your protected health information/complete medical record will be used, as needed to obtain payment from your health insurance.

### Healthcare Operations

We may use or disclose, as needed, your protected health information/complete medical record in the following situations without your authorization as required by law, Public Health issues as required by law: Communicable diseases, Health oversight, Abuse or Neglect, Food and Drug Administration requirements, Legal Proceedings, Law Enforcement, Research, Criminal Activity, Military Activity and National Security, Worker's Compensation, Required Uses and Disclosures. Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500.

OTHER PERMITTED AND REQUIRED USES AND DISCLOSURES WILL BE MADE ONLY WITH YOUR CONSENT, AUTHORIZATION OR OPPORTUNITY TO OBJECT UNLESS REQUIRED BY LAW.

You may revoke this authorization at any time in writing, except to the extent that your physician or the physician's practice has taken action in reliance on the use or disclosure indicated in the authorization.

### YOUR RIGHTS

The following is a statement of your rights in regard to your protected health information.

**You have the right to review and a copy of your protected health information.** You may request in writing that we provide access to review and copies of your health information. You may contact our office to obtain a "Medical Records Release Form". Under Federal law, you may not inspect or copy of the following records: information compiled in reasonable anticipation of, or use in, a civil, criminal or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information.

**You have the right to request a restriction of your protected health information.** You may ask us not to use or disclose any part of your protected health information for the purpose of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friend's who may be involved in your care or for notification purposes, as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and whom you want it to apply. In the case of child custody, we will need legal documentation stating that no information is to be released to the person to whom you want the restriction to apply.

Your physician is not required to agree to a restriction that you may request. If the physician believes it is in your best interest to permit use and disclosure of you protected health information/medical records, your health information will not be restricted. If approved, Griffeth Vision Group will comply with your request unless required by law or in the event of an emergency.

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**You have the right to Accounting of Disclosures.** You have the right to request a free list of disclosures every 12 months.

**You have the right to Request Confidential Contacts.** You have the right to request that Griffeth Vision Group contact you about medical issues in a certain way or place, such as by mail. You must specify how or where you wish to be contacted; OU will try to accommodate reasonable requests.

**Complaints** If you believe your privacy rights have been violated, or you disagree with a decision made about access to your health information, you may file a complaint with Griffeth Vision Group in writing:

Griffeth Vision Group  
2376 N. 400 E., Suite 101  
Tooele, UT 84074

Written complaints may also be sent to:

The Secretary of the Department of Health and Human Services, Office of Civil Rights- DHHS  
1301 Young Street, Suite 1169, Dallas, TX 75202,  
(214) 767-4056; (214) 767-8940 TDD.

Submit a written complaint within 180 days of when you knew or should have known of the circumstance leading to the complaint.

**You will not be retaliated against for filing a complaint.**

This notice was published and becomes effective on/before June 9, 2011.